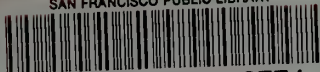


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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



*Agenda*

**CANCELLED**

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**ELECTIONS COMMISSION**  
Wednesday, January 5, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Arnold Townsend, President  
The Honorable Eric Saire, Vice President  
The Honorable Sheila Chung  
The Honorable Gerard Gleason  
The Honorable Richard P. Matthews  
The Honorable Michael Mendelson

Shirley Rodriques  
COMMISSION SECRETARY



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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, January 19, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

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The Honorable Arnold Townsend, President  
The Honorable Eric Saire, Vice President  
The Honorable Sheila Chung  
The Honorable Gerard Gleason  
The Honorable Richard P. Matthews  
The Honorable Michael Mendelson

Shirley Rodriques  
COMMISSION SECRETARY



**ELECTIONS COMMISSION**  
Wednesday, January 19, 2004

**ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - Voter Services Division
  - Campaign Services
  - Poll Locating/ADA
  - Budget/Personnel
  - Poll Worker Division
  - Technology Division
6. **Budget and Policy Committee Report**
  - Suggestions of ways to meet the Department's budgetary reductions
  - Proposal of Election Plan Template
7. **New Business**
  - (a) Discussion and possible action to approve the minutes for the Commission meeting of December 15, 2004.
  - (b) Discussion and possible action to propose an amendment to California Elections Code section 12105, which requires pre-election publication of poll workers and polling places in a newspaper. Instead of newspaper publication, the Department of Elections could post the information on its website and in its main office, as a cost-savings measure. *(This item was continued from the December 15, 2004 meeting).*
  - (c) Discussion and possible action to send a letter to the Board of Education and to the private schools whose students served as poll workers in the November 2004 election, thanking them for their invaluable assistance and requesting continued support for future elections.
  - (d) Discussion and possible action to approve an Election Plan Template. San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The



**template would be used by the Department of Elections to prepare the Election Plan for all future elections.**

(e) **Discussion and possible action to reduce the frequency of Commission meetings.**

8. **Discussion regarding items for future agendas.**
9. **Public comment** on any issue within the Elections Commission's general jurisdiction.
10. **Announcements.**

**ADJOURNMENT**





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## The Elections Commission

January 19, 2005

*City and County of San Francisco*

Elections Commission

Approved:02/16/05

*Minutes of the Meeting held*

**January 19, 2005**

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1. **CALL TO ORDER.** President Townsend called the meeting to order at 7:03 pm.

2. **ROLL CALL.** PRESENT: Commissioners Arnold Townsend, Gerard Gleason, Sheila Chung, Eric Safire, Richard Matthews, Michael Mendelson, Deputy City Attorney Miguel Marquez and Director John Arntz.

4. **DIRECTOR'S REPORT**

Director John Arntz reported that the Voter Services, Poll Workers, and Campaign Services Divisions have been updating their data bases and preparing calendars and schedules for the upcoming season. The next election cycle which begins in July. The Poll Locating Division has attained 72% accessibility for all polling sites. The goal is % 100 by November. The Budget and Personnel Division has laid off a small number of temporary staff. There is no intention of laying off any of the Department's permanent employees. The first submission of the budget to the Mayor's Budget Office for review is due the end of February. The Department's Technology Division is assisting all the divisions in clearing and creating new data bases, as the Department winds down from the seven elections it has held in the past two years, with five of them in the last 13 months.

The contract with Election Systems and Software (ES&S) expired January 15, 2005. Currently, the DoE does not have a contract with an elections systems provider. The Department is preparing a Request For Proposal (RFP). The Director has been in conversations with ES&S regarding a contract extension but no firm information is available at the time of this meeting. Mr. Arntz said that the most favorable approach

would be to get a two-year contract extension because ES&S already has a certified Ranked Choice System. This would be the least expensive route for the Department, however, in preparation for any contingencies, the Department is going forward with the RFP process for an election system to be used this November.

The Director reminded the Commission that the Ranked Choice Voting System portion of the City's voting system had conditional certification – good for one election only. In February, the Voting Systems Procedures Panel will review that conditional certification and consider how that system performed in last November's election and the DoE's opinion of how it performed. The Director said that he had no indication that the certification was being removed and that he remains optimistic.

Commissioner Mendelson asked how many other vendors are there who might respond to the RFP. Mr. Arntz replied that there are four other companies who are certified.

President Townsend asked the Director to inform him if extension of the contract with ES&S is formalized so that he may contact the Board of Supervisors and help shepherd the contract to approval.

Commissioner Safire asked if the Commission must authorize the Director to enter into contract discussions with ES&S. President Townsend answered that the Commission does not have to get involved yet but would consider the matter at the appropriate time in order to provide guidance to the Director whether to extend the contract, and if not, then to go forth with the RFP process.

Deputy City Attorney Marquez agreed.

Director Arntz advised the Commission that he has spoken to members of the Board and feels that they will be in favor of the contract's extension.

The Director reminded the Commission that the State sold bonds in 2002, under Proposition 41, for \$200M to upgrade voting technology. San Francisco was allotted \$5.2M for this purpose. The DoE used \$2.5M for upgrading the optical scanning voting equipment, leaving a remainder of \$3M. This amount is not enough to pay for touch screens for elections. The estimated cost to do so is at least \$15M. Mr. Arntz reminded the Commission that the Help America Vote Acts requires that all polling places be handicapped accessible by January 2006, and this is where he hopes to spend the balance of the Proposition 41 funds.

## **6. Budget and Policy Committee Report**



Chairperson Mendelson reported that the Committee met the previous evening with the chair of the Ballot Simplification Committee (BSC) who, among other things suggested that a stipend might encourage more citizens to join the BSC. He said that the Committee agreed that the Director would work on this suggestion.

Mr. Mendelson congratulated Commissioner Gleason on the Elections Plan template he prepared and said that he hoped the other members of the Commission had carefully reviewed it. The Commission Secretary is to collect additions, changes from each Commissioner and incorporate them into a draft for review, first by the Budget and Policy Committee. Once the Committee approves the template, it will be brought before the Commission for final approval.

Mr. Mendelson commended the Director for his work to bring the Department's budget in line with the budgetary restrictions mandated by the Mayor's Office. He stated that the DoE hasn't had to request a supplemental appropriation since the Director's tenure.

Commissioner Chung asked what was the deadline for feedback on the Election Plan template. Chairperson Mendelson asked that input be given to the Secretary as soon as possible. Commissioner Chung asked if giving it to Secretary Rodriques in time for the next Budget and Policy Committee meeting would be appropriate. Commissioner Mendelson agreed that it would.

President Townsend thanked the Budget And Policy Committee for it's work on the template because it will eliminate this process in the future and will be a general document for the basis of the plan, with the exception of any specifics for a particular election.

The President asked the Director to keep him informed of any budget hearings before the Board of Supervisors because he plans to attend and give the Director support. President Townsend invited other Commissioners to join him.

## **7. New Business**

(a) **Discussion and possible action to approve the minutes for the Commission meeting of December 15, 2004.** Commissioner Matthews MOVED and Commissioner Safire SECONDED to approve the minutes. The MOTION CARRIED.

(b) **Discussion and possible action to propose an amendment to California Elections Code section 12105, which requires pre-election publication of poll workers and polling places in a newspaper. Instead of newspaper publication, the Department of Elections could post the information on its website and in its main office, as a cost-savings measure.** *(This item was continued from the December 15, 2004 meeting).* Commissioner Mendelson MOVED and Commissioner Safire SECONDED. Director Arntz reported that the California Association of Election and County Officials is attempting to a similar bill through the legislature this month. It would still be a requirement that polling locations be posted in newspapers. Commissioner Mendelson proposed a SUBSTITUTE MOTION: that the San Francisco Elections Commission join in, with other similarly situated election entities, supporting legislation that would change the method whereby polling workers are listed in newspaper publications. Commissioner Safire SECONDED.

**Public Comment:** David Pilpel asked if the Commission was acting on the proposed substitute motion, and reminded the Commission to report its support to San Francisco's state legislation committee.

Commissioner Matthews asked Commissioner Mendelson what would be the Commission's form of support be for the legislation. Commissioner Mendelson answered that the Commission will instruct the Commission Secretary to inform the City's legislative liaison of the Commission's motion of support in its minutes. Commissioner Chung asked if the Commission could get a copy of the resolution that is being proposed statewide.

President Townsend said that he opposed this motion because there are numbers of citizens who do not have access to computers to get the names of poll workers.

The MOTION CARRIED, with one opposition vote from President Townsend.

- **(c) Discussion and possible action to send a letter to the Board of Education and to the private schools whose students served as poll workers in the November 2004 election, thanking them for their invaluable assistance and requesting continued support for future elections.** Commissioner Chung MOVED and Commissioner Gleason SECONDED.

**Public Comment.** David Pilpel said that he felt that the letter should be from the Director and the Commission jointly.

Commissioner Gleason explained that 47% of the poll workers at the November 2004 were high school students, and that this is why he was bringing this item to the Commission. He thanked Commissioner Mendelson for his help in writing the resolution. Commissioner Gleason said that he was aware that the DoE had sent letters to the individual students who had worked at the precincts, and to the schools. He said that in lieu of giving the resolution to each student, the resolution would go to the San Francisco Youth Commission, as custodians, in hopes of building a rapport with a peer Commission. The letter will go to the schools and the School Board to acknowledge this and keep this program going. Commissioner Gleason said that he felt it is important to let the state know that assembly bill 1856 was worthwhile, did not cost the state anything, and was very beneficial to voters.

Vice President Safire stated that his recommendation would be that a letter from the Director would be sufficient to the students and the schools.

President Townsend agreed but added that the Commission should also acknowledge the students.

The MOTION was amended to include sending the resolution to the Youth Commission, a letter to the Secretary of State's Office, and a copy of the resolution to be included with the letter to the schools.

MOTION CARRIED with two opposition votes from Commissioners Mendelson and Safire.

- (d)**Discussion and possible action to approve an Election Plan Template.** San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections.

Commissioner Mendelson MOVED to TABLE, Commissioner Matthews SECONDED. President Townsend stated that this action was in line with the discussion earlier in this meeting under the Budget Committee Report.

THIS ITEM WAS TABLED TO THE CALL OF THE CHAIR.

**Public Comment.** David Pilpel said there should be a preliminary plan and either an update or a final plan as the Election Plan evolves.

- (e)**Discussion and possible action to reduce the frequency of Commission meetings.** Commissioner Safire MOVED and Commissioner Mendelson SECONDED.

**Public Comment.** David Pilpel asked what would be the meeting dates.

Commissioner Mendelson said that given the effective functioning of the Budget and Policy Committee, it can meet and give enough lead time so that when the one Commission meeting occurs, everyone would have in their possession the information

from the Budget and Policy Committee and this would give Commissioners more time to investigate items, give a written report back to the Commission, and allow for more effective discussion. If there is a need for a Special Meeting, it can be called.

MOTION CARRIED unanimously.

Secretary Rodriques asked if the once a month meeting could be on the first Wednesday of each month because the Budget and Policy Committee meeting date is the Tuesday before the third Wednesday of each month. The President and members agreed that this would be the meeting plan.

8. **Discussion regarding items for future agendas.** Commissioner Chung asked the Director to report on language access in the November 2004 election and plans for the future. Commissioner Chung requested information on how exhausted ballots (over voted and under voted ones) will be reported in the future. President Townsend asked that the reformation of the Voter Outreach Committee be calendared for the next Commission meeting.

9. **Public Comment.** David Pilpel suggested that the Elections Commission might be able to use Meeting Room 400 for its once a month meeting.

President Townsend asked if the Deputy City Attorney could check to see if the Elections Commission could have a non-voting high school student or a youth member.

ADJOURNED at 7:55 pm



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**≡ AGENDA**

**ELECTIONS COMMISSION**  
Wednesday, February 16, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Arnold Townsend, President  
The Honorable Eric Safire, Vice President  
The Honorable Sheila Chung  
The Honorable Gerard Gleason  
The Honorable Richard P. Matthews  
The Honorable Michael Mendelson

Shirley Rodriques  
**COMMISSION SECRETARY**



Wednesday, February 16, 2005

## ORDER OF BUSINESS

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **President's Report**
  - Presentation before the Youth Commission
  - The 2004 Annual Report
  - Friends of Voter Outreach
  - New Appointment from the Board of Education
5. **Director's Report**

<ul style="list-style-type: none"><li>• Language Access in Nov. '04 Election</li><li>• Exhausted Ballots Reporting</li><li>• Employees' Hours for FPFCs Report</li><li>• Voter Services Division</li><li>• Campaign Services</li></ul>	<ul style="list-style-type: none"><li>• Poll Locating/ADA</li><li>• Budget/Personnel</li><li>• Poll Worker Division</li><li>• Technology Division</li></ul>
--	---
6. **Secretary's Report**
  - Explanation of availability of Annual Reports, Bylaws, Motions, City Attorney Opinions (these are privileged), the 2005 Commission Operations Calendar.
7. **New Business**
  - (a) Discussion and possible action to approve the minutes for the Commission meeting of January 19, 2005.
  - (b) Discussion and possible recommendations regarding the Department of Elections' draft Budget for fiscal year 2005.
  - (c) Discussion and possible action to approve an Election Plan Template. San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections.
  - (d) Discussion and possible action to reactivate the Voter Outreach and Participation Committee.



- (e) **Discussion and possible action to approve the Election Commission Operations Calendar for 2005.**
  - (f) **Discussion and possible adoption of resolution approving contract extension with Elections Systems & Software for a term ending January 1, 2007, with the option to further extend the contract for two additional one-year terms, and finding that competitive solicitation of a new voting system vendor at this time is impractical.**
- 8. **Discussion regarding items for future agendas.**
  - 9. **Public comment** on any issue within the Elections Commission's general jurisdiction.
  - 10. **Announcements.**

**ADJOURNMENT**





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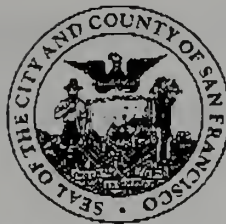
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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



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**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, February 16, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

**COMMISSIONERS**

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The Honorable Michael Mendelson

Shirley Rodriques  
COMMISSION SECRETARY



Wednesday, February 16, 2005

**ORDER OF BUSINESS**

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- Presentation before the Youth Commission
- The 2004 Annual Report
- Friends of Voter Outreach
- New Appointment from the Board of Education

5. **Director's Report**

- |  |                        |
|--|------------------------|
| • Language Access in Nov. '04 Election | • Poll Locating/ADA    |
| • Exhausted Ballots Reporting          | • Budget/Personnel     |
| • Employees' Hours for FPPCs Report    | • Poll Worker Division |
| • Voter Services Division              | • Technology Division  |
| • Campaign Services                    |                        |

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- Explanation of availability of Annual Reports, Bylaws, Motions, City Attorney Opinions (these are privileged), the 2005 Commission Operations Calendar.

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- (a) Discussion and possible action to approve the minutes for the Commission meeting of January 19, 2005.
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- (e) Discussion and possible action to approve the Election Commission Operations Calendar for 2005.
  - (f) Discussion and possible adoption of a resolution authorizing the Director Elections to negotiate an amendment to the contract with Elections Systems & Software, Inc. for election services, that shall include an extension to the term of the contract from January 15, 2005 to January 1, 2007 and two options to further extend the term, each for an additional one-year period, and include any financial terms or other substantive terms and conditions that the Director of Elections determines are in the best interest of the City, and finding that competitive solicitation of a new voting system vendor at this time is impractical.
- 8. Discussion regarding items for future agendas.
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ADJOURNMENT





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## The Elections Commission

February 16, 2005

City and County of San Francisco

Elections Commission

Approved: March 16, 2005

Minutes of the Meeting held

February 16, 2005

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1. **CALL TO ORDER.** Commissioner Michael Mendelson, senior member of the Commission, called the meeting to order at 7:03 pm.

2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Sheila Chung, Richard Matthews, and Michael Mendelson. President Arnold Townsend joined at 7:05 pm. Vice President Safire joined at 7:18 pm.

**Public Comment** - *Christina Wong*, of Chinese for Affirmative Action (CAA), said that the CAA, the Asian Law Caucus and the Lawyers' Committee for Civil Rights observed the polling sites during the November election. Ms. Wong called the Commission's attention to two letters she sent regarding the results of their findings and asked the Commission to encourage the Department to adopt as many of the groups' recommendations as possible. *Steven Hill*, of the Center for Democracy, said that his group found that the election had been "very successful". He reported that he examined the exit poll from San Francisco State University in which it was reported that 87% of voters polled said that they understood Ranked Choice Voting (RCV).

#### 4. **PRESIDENT'S REPORT**

President Townsend reported that he attended the January meeting of the Youth Commission to present the resolution passed by the Elections Commission that recognized the work of the Youth Commission and high school students who worked on the November 2004 election.

The President presented a list of the topics he intends to cover in the 2005 Elections Commission Annual Report and asked the Commission members to review the highlights he had listed and to contact him or the Commission Secretary with any additions.

The President asked the Commission and members of the public to let him know any names of persons who might be interested in convening a meeting to attempt to organize a Friends of Voter Outreach. He reminded the Commission that this idea was first brought forward during meetings, last year, of the Voter Outreach and Participation Committee. The "Friends" committee would be non-profit and non-partisan. Its mission would be to recruit and to raise funds to register voters and to train voters to do all the things that would lead to a greater voter turnout. He said that asking people to participate would be the last involvement of the Elections Commission.

The President said that he had left a message for Eric Mar, President of the Board of Education, to encourage him to speed up the appointing process for a replacement on the Elections Commission for former Commissioner John Trasvina who resigned last fall.

Commissioner Chung said she approved of the idea for a non-profit group for voter outreach, but reminded the Commission that there are community groups already doing this work. She said that it was beneficial during the last election to have the DoE contract out to community organizations much of the work for outreach. And speaking to the President's comment about the Board of Education's appointment to the Elections Commission, she said that she hoped the appointment would be a person of color and possibly a female, given the current makeup of the Commission.

## 5. DIRECTOR'S REPORT

***Language Access in the Nov. '04 Election-*** Mr. Arntz reported that due to the Department of Justice's (DOJ) visits to the Department over the years and the implementation of RCV, concerted efforts were taken to make sure materials were available in at least two languages other than English - those languages being Spanish and Chinese. Sometimes materials are also available in other languages as well. The DoE sent out 32,000 letters asking if the voter was born in a country in which Chinese or Spanish was the dominant language. Approximately 5,000 to 6,000 voters responded. After checking the recent census data, if the numbers showed a 3% or more population of foreign language speakers in a precinct, the Department tried to have bi-lingual poll workers in the precinct. Mr. Arntz said that the DoE is not funded, separately, for outreach and he assigns resources for that purpose. Funding community organizations for outreach during the last election was possible because of RCV, however, the DoE will try to continue giving grants for this year. The Director said that he needed the Commission and the public to help inform the Mayor and the

Board of the need for monies in the DoE's budget for this outreach.

The DoE will be sending out a questionnaire to voters asking their opinions of RCV. Poll workers will be trained regarding language accessibility. Additionally, the School District will be contacted in an effort to learn more about the homes from which students come where a language other than English may be spoken. The census data is being transferred to an overlay map of the City that will be placed over the DoE's precinct map to determine if some areas of high numbers of foreign speaking voters have been missed.

*Commissioner Chung* said that the information sent to the 32,000 voters should be sent in their appropriate language rather than relying upon the voters to request for the information in their language. The Director said that he would look into do this and attempt to budget for doing this.

*Commissioner Chung and Commissioner Gleason* asked that the DoE, in its training of Inspectors, reiterate the importance of having bi-lingual poll workers, and that voters do not have to speak English in order to vote.

*President Townsend* stated that having an Outreach Division in the Department, even during tight budgetary times, is essential.

**Exhausted Ballots Reporting** - With RCV, the under-voted and over-voted ballots were compiled and reported with the exhausted ballots. A RCV ballot is determined to be exhausted when there are no more active/viable candidates remaining on the ballot. The desire is for RCV reporting to separate the over, under-voted and exhausted ballots. This may not happen this year. The vendor is looking to see if separate reporting can be accomplished. The vendor's concern is that if a change can be made, the system will need to be reviewed and re-certified.

**Employees' Hours for FPPCs Reports** - There are 8000 committees that send reports to San Francisco's Department of Elections. In an odd-year, two reports from each committee are filed. In an even-year, six reports from each committee are filed. These reports can number from one to multiple pages each. Each report is copied.

The Director estimated that in an odd-year, with three reporting deadlines, it will take three to four staff persons to work an eight-hour day for 16 days each to copy and file these reports.



In an even-year there are six reporting deadlines, and this would require five staff persons 16 days to complete the filings.

The manager of Campaign Services Division, Rachel Gosiengfiao, has reported to the Director that ten or less people come into the DoE to request information from these files annually. Visitors to the DoE are more interested in the local forms rather than these state forms. An FPPC representative who was visiting the Department this week informed the Director that there is legislation for changing FPPC filings, and there is a possibility to remove San Francisco and Los Angeles as depositories.

There is a suggestion that only committees who earn or spend less \$50,000 be required to file with the DoE. The reports of committees spending over \$50,000 are currently available on line. Another suggestion is to only make a copy of an FPPC file when someone requests to see that particular file, instead of making copies of all the reports and storing the copies as well as the originals at the DoE.

*Commissioner Gleason* reminded the Commission that many of these reports are faxed into the DoE, therefore causing more expense for the purchase of paper.

Director Arntz said that the Technology Division is working on a database, which is almost completed, that will scan the reports, thus making them available on line.

*Commissioner Mendelson* suggested that the Department might consider not doing the filing until the state pays the Department to do so, to see what the state's response would be.

*President Townsend* referred this matter to the Budget and Policy Committee, and suggested that the Commission might send a letter to the state requesting funding until such time as the state no longer requires San Francisco to be a depository for the FPPC filings.

*Commissioner Mendelson* requested that Deputy City Attorney Moll provide the statutory requirements to perform this duty to the Commission. He said the letter could say that the Commission understands that it is bound statutorily, but until the City gets paid, the DoE will not do the filing, because to do so dips heavily into our resources during these times of budget constraints on City services.

**Voter Services Division** - The division is remaining current in entering voter registration cards into DoE's database. File maintenance is being performed thru the Department of Public Health, Department of Motor Vehicles and Secretary of State (Cal-voter). The division will start purging the voter file by using the Alternate Residency

Confirmation (ARC) postcards. These postcards will be sent to voters who have not voted in any election within the preceding four years, and their residence address, name or party affiliation have not been updated during that time. Also 8-D2 postcards will be sent to voters whose previous voter notification materials has been returned by the Post Office.

**Campaign Services** - The division is doing the FPPC filings and has approximately 24 postal trays of filings to do.

**Poll Locating/ADA** - The division, working with the Poll Worker Division has been putting together emergency procedures for polling sites. Because staff is on reduced hours, due to the budget, this is taking longer than expected to accomplish. Staff is attempting to increase ADA accessible polling sites by contacting churches to see if they would allow their locations to be used as voting sites. Oftentimes, these churches are more accessible than residential garages.

**Budget/Personnel** - Staff have been busy doing the budget for the past three weeks. The budget is being discussed later in this meeting.

**Poll Worker Division** - The division is formulating the emergency procedures for polling places and is examining poll worker training to determine ways of increasing the number and quality of bi-lingual poll workers. The division has met with the Youth Commission, the Student advisory Council, and the Department of Children, Youth and Families to find new sources for poll workers. This division will also be sending out questionnaires to community groups regarding how the Department has been serving the community regarding language accessibility.

**Technology Division** - The staff is making data bases for the FPPC filings, poll worker recruitment and for outreach. Tomorrow there will be a meeting of the Voting Systems and Procedures Panel in Sacramento to decide whether to certify our current system and the Voting Modernization Board will also meet tomorrow. Of particular concern for the DoE is the issue of Proposition 41 funding. This measure was passed by voters over two years ago and authorized the state to sell \$200M in bonds for the upgrade of voting technology throughout the state. San Francisco submitted a two phase application: the first to reimburse the Department for the purchase of the optical scanning system; the second to move away from the eagle machines currently being used. The deadline to contract with a vendor to purchase new equipment is July 1, 2005. Many counties cannot meet that deadline because the certification requirements for systems is still uncertain. Counties don't know what kind of system to purchase and the need for a verified paper trail is still an issue. There is no touch screen system currently that can provide a paper trail for Chinese characters.

**Public Comment** - *David Pilpel* said that he felt there would be significant public concern if the public paper FPPC files were not maintained in San Francisco. He said the ability to do "anonymous" research, without DoE staff knowing of whom a researcher was seeking information, would be jeopardized.

## 6. SECRETARY'S REPORT

Commission Secretary Shirley Rodriques reported that all Annual Reports are on the Commission's website in chronological order as are agendas and minutes. These are also maintained at the front Counter of the DoE. Ms. Rodriques reported that the Commission Bylaws, amendments and a table of all motions and resolutions passed are likewise posted. The secretary said she has decided to include milestones such as appointment and resignation of Commissioners to the motions table as an ideal way to research and keep track of these activities. Additionally, the secretary explained the numbering system for the motions and resolutions. Ms. Rodriques advised that the City Attorney's opinions are made available to Commissioners upon request and that the 2005 Commission's Operation Calendar will be posted to the website after it is approved.

## 7. NEW BUSINESS

### **(a) Discussion and possible action to approve the minutes for the Commission meeting of January 19, 2005.**

Richard Matthews MOVED to approve and Eric Safire SECONDED the minutes.

**Public Comment** - *David Pilpel* asked that a correction be made at the top of page four to read that he reminded the Commission to report its support to the city's state legislation committee. (Commissioners had no objection to this correction).

The MOTION CARRIED.

### **(b) Discussion and possible recommendations regarding the Department of Elections' draft Budget for fiscal year 2005.**

Director Arntz reviewed some of the expenditures in the budget and pointed out items he had previously reported to the Commission. He said that he could pursue the suggestions from the Commission and suggested that Commissioners speak to the Board in support of the Department. He reminded the Commission that the budget process is not in his control.



*Commissioner Chung* asked the Director to let the Commission know the progress of the budget as it goes through the various Board Committees and let the Commission know when it can provide him support. Director Arntz said that he would provide a Board Committee schedule as soon as it's available.

Public Comment - *David Pilpel* said that it was his understanding that since the Commission oversees the DoE, it is required to review, approve and recommend the budget to the Mayor's office. He said he assumed that the Director would go through the items listed on the budget, and that he had comments on various narratives, personnel details, revenues, equipment, materials, supplies, objects and sub-objects listed.

*President Townsend* suggested that Mr. Pilpel put any questions he had in a letter to the Director or to the Commission President and he would be given a response.

*Commissioner Matthews* added that the public may refer to Section 13.103.5 of the San Francisco Charter for an outline of the duties of the Election Commission.

*President Townsend* stated that the Elections Commission is not like some Commissions. This Commission does not oversee the Department's staff, it sets policy.

(c) **Discussion and possible action to approve an Election Plan Template.** San Francisco Charter section 13.103.5 requires that the Elections Commission approve an Election Plan in advance of each election. The template would be used by the Department of Elections to prepare the Election Plan for all future elections.

*Commissioner Mendelson* requested that this item be referred back to the Budget and Policy Committee because it has been brought to his attention that there is a Commissioner who wants to submit further suggestions to the template. This item was REFERRED back to the Budget and Policy Committee for further input.

(d) **Discussion and possible action to reactivate the Voter Outreach and Participation Committee.**

*President Townsend* gave a brief history of the Committee which has been inactive since September, 2004, and the resignation from the Commission by its chair, Commissioner John Trasvina. The President said that Commissioners Safire could be the chair, Commissioner Chung, vice chair and the President would fill the third seat until a new commissioner is appointed. President Townsend MOVED to re-establish the Voter Outreach and Participation Committee and Commissioner Chung SECONDED.

**Public Comment** - *Steven Hill* said that revitalizing the Voter Outreach and Participation Committee would be a good idea if there was an agenda from which to work. He asked if it were possible for members of the public to sit in on the committee.

*Commissioner Mendelson* said that he was against activation based on the committee's past performance which, he said, just raised "political hackles". He suggested that the proper way to handle outreach would be through the Department as an ongoing operation, and that a Commission committee is not required.

*Commissioner Chung* said that she disagreed with Commissioner Mendelson because having an outreach committee is critical to provide more public comment and free form discussion. She said that as far as the political issues that were raised, she felt that may have been because the Commission was not sure of its jurisdiction. She suggested a retreat would clarify Commission jurisdiction issues for the Commissioners.

*President Townsend* said that it is his belief that the Commission has a responsibility regarding voter outreach and that the concerns on this subject grew out of the input by citizens in past meetings in the RCV process. He said that a committee to set policy for voter outreach is important.

*Commissioner Gleason* said that he was concerned that the Commission has not defined what it is calling "outreach" and what should be the functions of the DoE and the Commission regarding outreach to the public. The Commissioner said that he is concerned about creating extra layers for "NGOs" (Non-Governmental Organizations) that handle this type of materials. He said that this is a subject that should be considered in a retreat environment.

*President Townsend* stated that he was very clear about the definition of outreach and shared it this way: "Outreach needs to increase voter turnout and we need to do the work that it takes to do this. What work does it take to do this? This is what the agenda that Commissioner Mendelson, Mr. Hill and others have talked about. Within that committee we need to work with the department to create the agenda that will help increase voter turnout. The other thing that I also believe is that those who are already voting - we have to reach out to them and do the things that will make them

comfortable when they come to vote, such as people who have ADA issues, such as people who have language issues." The percentage of people who vote is too low and he said that the Commission should be working in a formal way to do something about this.

*Commissioner Mendelson* said that he takes issue with the statement that it is the Commission's job to increase the number of people who vote. People should be able to choose to vote or choose not to vote. He said that the Commission should facilitate the voting process in a manner that insures a secure, effective and efficient modus operandi.

*President Townsend* replied that people can choose not to vote, but what he thinks is happening is that people are not getting the proper information that would allow, get and encourage them to vote. He said that the Commission should figure out how best to disseminate information, some of the ways current information is archaic. New ways need to be developed and this is something the committee can do. The President said that, in his opinion, to tell the public that it is not the Commission's job to increase voter turnout in San Francisco is a bad and wrong message.

*Commissioner Matthews* said that one of his concerns is whether the Commission is exceeding its mandate within the Charter or is the Commission working within that mandate. Also, what we are doing "within" the Charter, is it defined so that we determine our success, and are we on a plan. The Commissioner said that he feels that anything that raises political questions, and political choices, is not within the Commission's jurisdiction. He said that it appears that the outreach would involve giving resources, time and attention to some groups and not to other groups - and that inevitably, this will be a political choice. He said that he supports what the DoE is doing in outreach, but he's not certain that the Commission should get involved.

The QUESTION WAS CALLED. The vote was two in favor (Commissioners Townsend and Chung) and four against (Commissioners Mendelson, Safire, Matthews and Gleason). The MOTION FAILED.

(e) Discussion and possible action to approve the Election Commission Operations Calendar for 2005.

Commissioner Matthews MOVED to approve the Elections Calendar for 2005, and Commissioner Mendelson SECONDED. Commissioner Mendelson complimented the Commission Secretary on her report earlier in the meeting and the format of the Commission's Operation Calendar. The MOTION CARRIED UNANIMOUSLY.

(f) Discussion and possible adoption of a resolution authorizing the Director Elections to negotiate an amendment to the contract with Elections Systems & Software, Inc. for election services, that shall include an extension to the term of the contract from January 15, 2005 to January 1, 2007 and two options to further extend the term, each for an additional one-year period, and include any financial

terms or other substantive terms and conditions that the Director of Elections determines are in the best interest of the City, and finding that competitive solicitation of a new voting system vendor at this time is impractical.

Commissioner Matthews MOVED to commit this item continued to the Budget and Policy Committee's next scheduled meeting for discussion. SECONDED by Commissioner Mendelson.

Public Comment. *David Pilpel* asked that the Commission have DoE staff prepared to answer questions about the resolution at the Budget and Policy Committee's meeting.

*Commissioner Chung* asked that the information regarding exhausted ballots be included in the negotiation with the vendor.

The MOTION CARRIED UNANIMOUSLY.

8. Discussion regarding items for future agendas.

*Commissioner Mendelson* said that he would like to get more information about the "Friends of Voter Outreach" and have it on the agenda. *President Townsend* said that the design is for the group to work independently from the Commission and if the Deputy City Attorney says that having it on the agenda is appropriate, then it can be so.

*Commissioner Matthews* said that he would like for the Commission to have a retreat in March or April.

*Commissioner Matthews* said that a letter should be sent to the Board of Education that explains that appointments to the Elections Commission are to be independent of their appointing authority, that is, not be a close representative of the interests of the Board of Education, and the parents of school children as some members of that board have stated in the past.

*President Townsend* reminded the Commission that a letter covering this concern was sent to the Board of Education at the time of their last appointment, and asked Commissioner Matthews to let him know if there is going to be another meeting of the



Board's subcommittee that will be discussing their appointment so that he may be present to testify. The President said that a new letter should be sent.

*President Townsend* asked that the Budget and Policy Committee add to its agenda the Voter Outreach Division of the Department and to more formally discuss the FPPCs with a goal of making a recommendation to the Board of Supervisors.

9. **Public Comment.** *Steven Hill* said that he was in favor of a Voter Outreach and Participation Committee, and that he hoped his comments were not the cause of the motion's defeat. David Pilpel provided a list of several codes which he said allow for him to make comments at this meeting.

ADJOURNMENT 8:45 pm





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, March 16, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Arnold Townsend, President  
The Honorable Eric Safire, Vice President  
The Honorable Sheila Chung  
The Honorable Gerard Gleason  
The Honorable Richard P. Matthews  
The Honorable Michael Mendelson

Shirley Rodriques  
COMMISSION SECRETARY



Wednesday, March 16, 2005

**ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - ES&S Contract update
  - Voter Services Division
  - Campaign Services
  - Poll Locating/ADA
  - Budget/Personnel
  - Poll Worker Division
  - Technology Division
6. **New Business**
  - (a) **Discussion and possible action to approve the minutes for the Commission meeting of February 16, 2005.**
  - (b) **Discussion and possible action to approve the Elections Commission Annual Report for 2004.**
7. **Old Business**

**Discussion and possible action to approve the revised Election Plan Template (revised at the February 16, 2004 Commission Meeting). San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election.**
8. **Discussion regarding items for future agendas.**
9. **Public comment** on any issue within the Elections Commission's general jurisdiction.
10. **Announcements.**

**ADJOURNMENT**



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## The Elections Commission

March 16, 2005

City and County of San Francisco

Elections Commission

Approved: April 20, 2005

Minutes of the Meeting held

March 16, 2005

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1. **CALL TO ORDER.** President Townsend called the meeting to order at 7:03 pm.

2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Sheila Chung, Richard Matthews, and Michael Mendelson. EXCUSED: Vice President Safire.

**Public Comment** - *Steven Hill* said that there had been a hearing the previous week regarding Ranked Choice Voting (RCV) outreach. One of the main topics was the need for more funding. He urged Commissioners to schedule meetings with members of the Board of Supervisors to seek increased outreach funding

### 3. DIRECTOR'S REPORT

**ES&S Contract Update** - Mr. Arntz reported that he was in discussions with the City Attorney's office and the vendor. He had nothing further to report.

**Voter Services Division** - The division is continuing with its updates of changes to the voter rolls and plans are to complete this work before major purges are to be done.

**Campaign Services** - One staff member had to take an early maternity leave yesterday. This has put a hold on division activities. Currently staff are only able to handle walk-ins and telephone inquiries.

**Poll Locating/ADA** - The division continues its work to increase ADA accessible polling sites to 100% by this fall's election. Staff have been using GIS software to increase the DoE's ability to pinpoint how to direct resources within the City. The GIS program will also aide the Department in its survey of language accessibility.

**Budget/Personnel** - The Director said that he was still in discussions with the Mayor's office and has nothing new or substantive to report.

**Poll Worker Division** - The division is preparing for poll worker training for the upcoming fall election. This division's personnel have been moved into the Outreach Division because of under staffing in the Outreach Division and is taking care of much of the outreach needs for the DoE, including planning.

**Technology Division** - The staff is developing data bases and the division's manager has been working to secure the DoE's servers.

**Outreach** - There was a hearing last Thursday called by Supervisor Ma at the Budget and Finance Committee. Director Arntz appeared before the Committee to speak about the effectiveness of RCV Outreach, and in particular, the Community Grant Program. The Director fielded many questions from this Committee regarding how the DoE measured the effectiveness of its previous Grant Program, and the development of criteria for the future. Supervisor Ma wants to see a complete Outreach Plan before allowing any approval of funds for outreach. Director Arntz said his primary concern was that there be personnel for the outreach.

*Commissioner Matthews* asked the Director to inform the Commission when Election Department matters are being considered by the Board of Supervisors so that Commissioners may attend and offer support. *Commissioner Chung* asked the Director how many Campaign Services staff members there were. The Director replied that there is one and that he has needed to transfer staff from other Divisions to help out at the front counter. He said that he was concerned about mandated deadlines and other legal activities that must be met. *Commissioner Townsend* stated that he would like the Director's plan to include permanent year round outreach staff. Director Arntz said that there will most likely be opposition to funding new positions in light of the City's budget constraints, however, he suggested that if members of the Commission speak to Supervisors on this subject, members might want to suggest



¾-time positions for Outreach. *Commissioner Chung* asked if the Board had other concerns. Director Arntz replied that the Budget Analyst's office wanted to determine the effectiveness of each grantee by putting a dollar amount on the grantee's ability to reach voters. This would be done by comparing the money granted with the number of voters reached. The Director said that this would not be an effective way to measure outreach because grantees were not only speaking to audiences in meetings, but they were handing out brochures to people on the streets, going door-to-door to talk to voters, making phone calls, getting articles in neighborhood newspapers, and attending meetings put together by other groups at which the grantees made presentations.

#### 4. NEW BUSINESS

##### **(a) Discussion and possible action to approve the minutes for the Commission meeting of February 16, 2005.**

Richard Matthews MOVED to approve and Sheila Chung SECONDED the minutes.

**Public Comment** - *David Pilpel* asked that a correction be made on page 8 to include the names of the Commissioners and how they voted regarding the reactivation of the Voter Outreach and Participation Committee. (Commissioners had no objection to this correction).

The MOTION CARRIED UNANIMOUSLY.

##### **(b) Discussion and possible action to approve the Elections Commission Annual Report for 2004.**

President Townsend asked to move this item to the call-of-the-chair. He stated that he was in receipt of suggestions to be included in the report, and asked Commissioners to let him know before the next meeting of any information that needs to be added to the Annual Report.

This item is CARRIED OVER to the next meeting.

**Public Comment** - *David Pilpel* suggested that the Commission consider alternative language when characterizing the litigation with the former Director of Elections.

1. OLD BUSINESS

Discussion and possible action to approve the revised Election Plan Template. The San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election.

*Commissioner Mendelson* stated that he had heard from Commissioner Safire that he would like to be present for the vote on this item and asks that it be held over until the next meeting at which he will attend.

ACTION: President Townsend asked that this item be taken up at the next Commission Meeting.

6. Discussion regarding items for future agendas.

*Commissioner Chung* asked that the date for the Election Commission's Retreat be discussed at a future meeting.

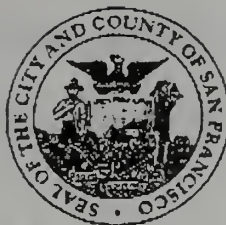
7. Public Comment. *Steven Hill* said the hearing, to which he referred to earlier in this meeting, was requested by the Chinese-American Voter Education Committee, and this organization was critical of one of the organizations that won a grant.

ADJOURNMENT at 7:32 pm.





**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, April 20, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Arnold Townsend, President  
The Honorable Eric Safire, Vice President  
The Honorable Sheila Chung  
The Honorable Gerard Gleason  
The Honorable Richard P. Matthews  
The Honorable Michael Mendelson

Shirley Rodriques  
COMMISSION SECRETARY





Wednesday, April 20, 2005

## ORDER OF BUSINESS

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - ES & S Contract update
  - Voter Services Division
  - Campaign Services
  - Poll Locating/ADA
  - Budget / Personnel
  - Poll Worker Division
  - Technology Division
  - Outreach
  - Contracts
  - Request for Proposals (RFPs)
6. **New Business**

Discussion and possible action to approve the minutes for the Commission meeting of March 16, 2005.
7. **Old Business**
  - (a) Discussion and possible action to approve the Elections Commission Annual Report for 2004.
  - (b) Discussion and possible action to retain outside counsel to advise the Department of Elections and Elections Commission on matters concerning the City Attorney's election. In November 2001, when the San Francisco voters amended the Charter to create the Elections Commission, the voters authorized the new Commission to use outside counsel under certain circumstances when the City Attorney is standing for election. The outside counsel must meet certain qualifications and comply with specific conflict of interest rules, and the Commission must pay for the outside counsel from the Elections Department budget. On November 8, 2005, the City Attorney will stand for election for the first time since the outside counsel provision was adopted. To ensure that the Department and Commission have qualified outside counsel if and when the need for such counsel arises, the decision concerning retention of outside counsel should be made well in advance of the November 8, 2005 election.
8. Discussion regarding items for future agendas.
9. **Public comment** on any issue within the Elections Commission's general jurisdiction.



10. **Announcements.**

**ADJOURNMENT**



## Disability Access

The Elections Commission meetings are usually held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [Donna\\_Hall@ci.sf.ca.us](mailto:Donna_Hall@ci.sf.ca.us). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.ci.sf.ca.us](http://www.ci.sf.ca.us).

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## The Elections Commission

April 20, 2005

City and County of San Francisco

Elections Commission

Approved: \_\_\_\_\_

Minutes of the Meeting held

April 20, 2005

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1. **CALL TO ORDER.** President Townsend called the meeting to order at 7:03 pm.
  
2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Eric Safire, Arnold Townsend, Richard Matthews, and Michael Mendelson. EXCUSED: Commissioner Sheila Chung.
  
3. **DIRECTOR'S REPORT**

**ES&S Contract Update** - Mr. Arntz reported that the City Attorney's office has completed its review of the contract and currently ES&S is conducting its review. It is expected that the contract will be finalized before the Elections Commission meets in May.

**Voter Services Division** - The division is finalizing their procedures manual. The DoE is, for the first time, tracking budget expenditures to specific tasks within the Department. Eventually, the Department will be able, for example, to estimate with real numbers, how much it costs for such tasks as registration data entry. All divisions have either completed or are going through their procedures and are tying the procedures into a budget spreadsheet. This division has just completed approximately 50 large postal bins of returned absentee ballots from last November's election. This information is used to update registration rolls. Next week over 40,000 Alternative Residency Conformation postcards will be mailed to citizens who have not

voted in the last two general elections nor indicated any name, address changes or party changes to the DoE. If there is no response from a voter, their file will be inactivated. The voter can still vote but will not receive a Voter Information Pamphlet. (VIP), and their name will appear in a different section of the roster on election day.

**Campaign Services** - The division is preparing forms and guides for the upcoming election. Staff is slowly making progress in the filing of the many bins of FPPCs. The candidate workshops begin in May, and the signatures in-lieu process begins June 3<sup>rd</sup> and continues to July 28<sup>th</sup>.

**Poll Locating/ADA** - A new manual for this division has been completed. This manual is for using the software (DIMS) for tracking information relating to locating polling places and the ADA requirements. This will be a very important tool for the temporary staff that will start in September. Site reviews continue, and currently the DoE's percentage of accessible polling locations is at 70 percent. There are 134 sites which are not totally compliant. Our goal is 100 % by November.

**Budget/Personnel** - The division has begun creating a DoE Employees' Handbook which will coincide with The Department of Human Resources' (DHR) information regarding City employment. For the first time in years, the Department is setting up a personnel evaluation process. The Department plans to initiate the evaluation process next month. The division is developing cost controls and an electronic requisition tracking process that will assist in tracking expenditures and who is making them for the elections. The Department is considering how to monitor temporary staff's time. Plans are to monitor how much time is being spent by employees who move from one task to another during the election season. This will help us be more accurate in our funding requests.

**Poll Worker Division** - The division has been researching census data and locating new data targets to assist in better providing polling places with bi-lingual workers where needed. Staff is creating separate web pages for high school, college and community groups for poll worker recruitment. There has been an assessment test created for all poll workers to take after they have completed their training. This test will identify cultural sensitivity, to assure that the workers understand that they must be sensitive to persons with language needs or disabilities and know that they must provide equal services to these voters. The poll worker manual will also specify the importance of providing assistance to voters with language needs or disabilities. There will be a tri-lingual glossary of common terms for voters to use. If there is a problem that is not covered, or if a poll worker has other questions during an election, they can contact the Department.

**Technology Division** - The staff has completed an upgrade of DIMS and it is now a windows system, and there are two new servers to contain voter information. All servers have been updated to provide greater security. Various data bases are being tested such as the contact information of community organizations with which the

DoE has interacted. These organizations' involvement in the elections process will be tracked and will provide information regarding which organizations can provide assistance as the Department goes into its election cycle. The Elections Calendar has now been moved into the Department's database and will give divisions a greater ability to monitor not just their own work, but other divisions which may impact their tasks.

**Outreach** - This division, too, is working on a glossary of terms, in three languages, that will be placed on the DoE's website in addition to being included in outreach materials. The updated Outreach Plan addresses issues that were discussed at the Outreach Hearing. There will be tools in the plan to measure the effectiveness of the DoE's outreach efforts and use of its outreach funding. Staff has attended Nationalization ceremonies twice a month to reach new citizens. In mid-May the Department will begin its community groups meetings to discuss the Outreach Plan and ask for their input regarding how to contact and educate voters, including those people needing materials in languages other than English. Outreach brochures are being consolidated into a single more comprehensive brochure. The website and the brochure will explain how to obtain materials in languages other than English. Director Arntz added that the Deputy Director, Linda Tulett, and he met with the Mayor last week. A major part of the discussion was the subject of outreach. The Director and Deputy Director spoke to the Mayor about the reasons the DoE should be funded in a healthy manner.

**Request for Proposals (RFPs)** - The RFP was posted April 1, 2005. The pre-proposal conference will be held at 9 am on May 2nd. The conference is for interested vendors and members of the public. The Director said that before issuing the RFP, he spoke to most of the Board of Supervisors members, the Controller, members of the Commission and the Purchasing Office. The Director and Deputy Director also met with the Mayor and informed him of the Department's issuance of the RFP. It became clear that the City cannot currently fund a touch screen system, however, the potential for purchasing such a system is allowed in this RFP should funding become available. All vendors must provide a proposal based on optical scanning technology and if funding becomes available by June 3, 2005 (the submittal deadline for the proposals), then the City may entertain touch screen proposals. Any vendor who does not supply an optical scanning solution in their proposal, will not be considered for the touch screen proposal. The selection committee for the RFP will be composed of people knowledgeable within City government on the elections process and/or the RFP and contracting process. In addition, staff who understand and have worked with elections vendors closely in the past will be on the committee. The Director stated that it is his intention not to be on the selection committee because he has had such continual contact with the vendors that he should remain outside the selection process and continue in the capacity of primary contact for invoicing and contracting matters.

There are one hundred base points, and twenty-five bonus points in the evaluation process for the RFP. There are forty points for technical criteria, system design, software design and development, life cycle and the ancillary service; fifteen points will be given for qualification and financial stability of the proposer, twenty points will be based on pricing, twenty-five points will be for implementation, planning and



scheduling. The latter is for a Ranked Choice Voting solution. There will be ten bonus points for any vendor who has federal and state certification and five bonus points for approval only at the federal level. On the advice of the City's Purchasing Department, there are up to ten more bonus points for any vendor who can demonstrate that it has a joint venture with a disadvantaged business enterprise. There will be a mock election open to the public to test the proposed systems in City Hall. The RFP is clear that the funds to purchase the new system will be from State and Federal sources.

Public Comment - *David Pilpel* asked if the new ES&S contract was different from the RFP and suggested that the Department look into consolidating more polling sites.

Commissioner Matthews asked if it was known whether an absentee ballot constitutes reasonable accommodation under ADA. Julia Moll replied that, providing an absentee ballot is consistent with federal and state law, and no additional service needs to be provided to absentee voters. Commissioner Matthews asked that if someone had a physical disability that made voting at their polling place troublesome, is the fact that there is an absentee process, in itself, reasonable accommodation? Ms. Moll replied that she did not believe this to be correct. She said that if a disabled voter wants to vote at a polling place, the voter is entitled to do so and the City must accommodate the voter at the polling site. Commissioner Matthews asked if the fact that there is early voting at other locations that are accessible count as a reasonable accommodation? Ms. Moll replied that she has advised the Department to do everything possible to make the voter's polling place accessible.

Commissioner Mendelson asked when the survey of the various jobs that DoE staff perform be completed. Director Arntz said that it is on going and a draft exists but that the survey should be ready to present to the Commission in approximately one month.

Commissioner Safire asked if the employee handbook will be consistent with the City's Employee Handbook. Director Arntz stated that it would be, although the challenge will be the areas that will be DoE specific. He said that in the areas of conduct and disciplinary action, the handbook would not go beyond what the City Handbook prescribes.

#### 4. NEW BUSINESS

##### **(a) Discussion and possible action to approve the minutes for the Commission meeting of March 16, 2005.**

Richard Matthews MOVED to approve and Eric Safire SECONDED the minutes.

The MOTION CARRIED UNANIMOUSLY.

(b) Discussion and possible action to retain outside counsel to advise the Department of Elections and Elections Commission on matters concerning the City Attorney's election. In November 2001, when the San Francisco voters amended the Charter to create the Elections Commission, the voters authorized the new Commission to use outside counsel under certain circumstances when the City Attorney is standing for election. The outside counsel must meet certain qualifications and comply with specific conflict of interest rules, and the Commission must pay for the outside counsel from the Elections Department budget. On November 8, 2005, the City Attorney will stand for election for the first time since the outside counsel provision was adopted. To ensure that the Department and Commission have qualified outside counsel if and when the need for such counsel arises, the decision concerning retention of outside counsel should be made well in advance of the November 8, 2005 election.

President Townsend asked Deputy City Attorney Julie Moll if he was correct in stating that the City of San Francisco has a reciprocal agreement with the City of Oakland to use one another's resources when situations like those mentioned in this item occur. Ms. Moll said that the City has these reciprocal agreements with a number of public law offices, including the City of Oakland. She added that county counsels generally have more experience in elections than do City Attorneys.

Commissioner Mendelson MOVED that, in light of the City Attorney standing for election this November, that the Commission authorize and seek retention of outside counsel pursuant to the Charter requirements. Commissioner Matthews SECONDED.

Commissioner Matthews added an AMENDMENT to this MOTION: The Director shall determine when the involvement of the City Attorney's Office is direct enough, under the definition of the Charter, to give rise to the appearance of a conflict of interest. That the Director shall determine which public law office entity is most suitable for these purposes.

Public Comment - *David Pilpel* said that he thought that the decision is to be made jointly by the City Attorney and the Director, not the Department's decision alone.

Commissioner Safire stated that the question now is if the Commission is delegating the responsibility of making the decision to the Director, so that the Commission does not need to convene a special meeting. The Commissioner said that he feels that it is more expeditious to delegate this chore to the Director.

Commissioner Matthews asked the Deputy City Attorney if the DoE needed to contract



with a private law firm for a backup, would the Department need to go through the City public contracting process.

Ms. Moll said yes, but that there would not need to be a public solicitation. A sole source contract could be used because there would be a need to find someone with special expertise in elections. They would also need to meet conflict of interests requirements as well.

MOTION to authorize the Director to conclude the agreement with an outside public law entity and to authorize the Director to determine when the potential involvement of the City Attorney is direct enough, under the Charter, to give rise to the appearance of conflict of interest that may trigger the need for an outside counsel. MOTION carried UNANIMOUSLY.

MOTION that the Commission, pursuant to the Charter that requires outside counsel when the City Attorney runs in an election, seek outside counsel. MOTION carried UNANIMOUSLY.

5. Discussion regarding items for future agendas.

*Commissioner Matthews* asked that an Election Commission Retreat be discussed at a future meeting. *Commissioner Safire* asked that the Commission be apprised of the effect of a Special Election and what plans the DoE is making should this occur. Director Arntz replied that if there will be a Special Election, it will probably coincide with the November Election, although the Governor can call for it to be held on another date, but the general thinking is that it will be in November.

6. Public Comment. *David Pilpel* said that the possibility of an election for the Assessor/Recorder was not anticipated before the current budget was submitted and the DoE will incur additional expenses in this regard.

ADJOURNMENT at 7:57 pm.

**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**≡ AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, May 18, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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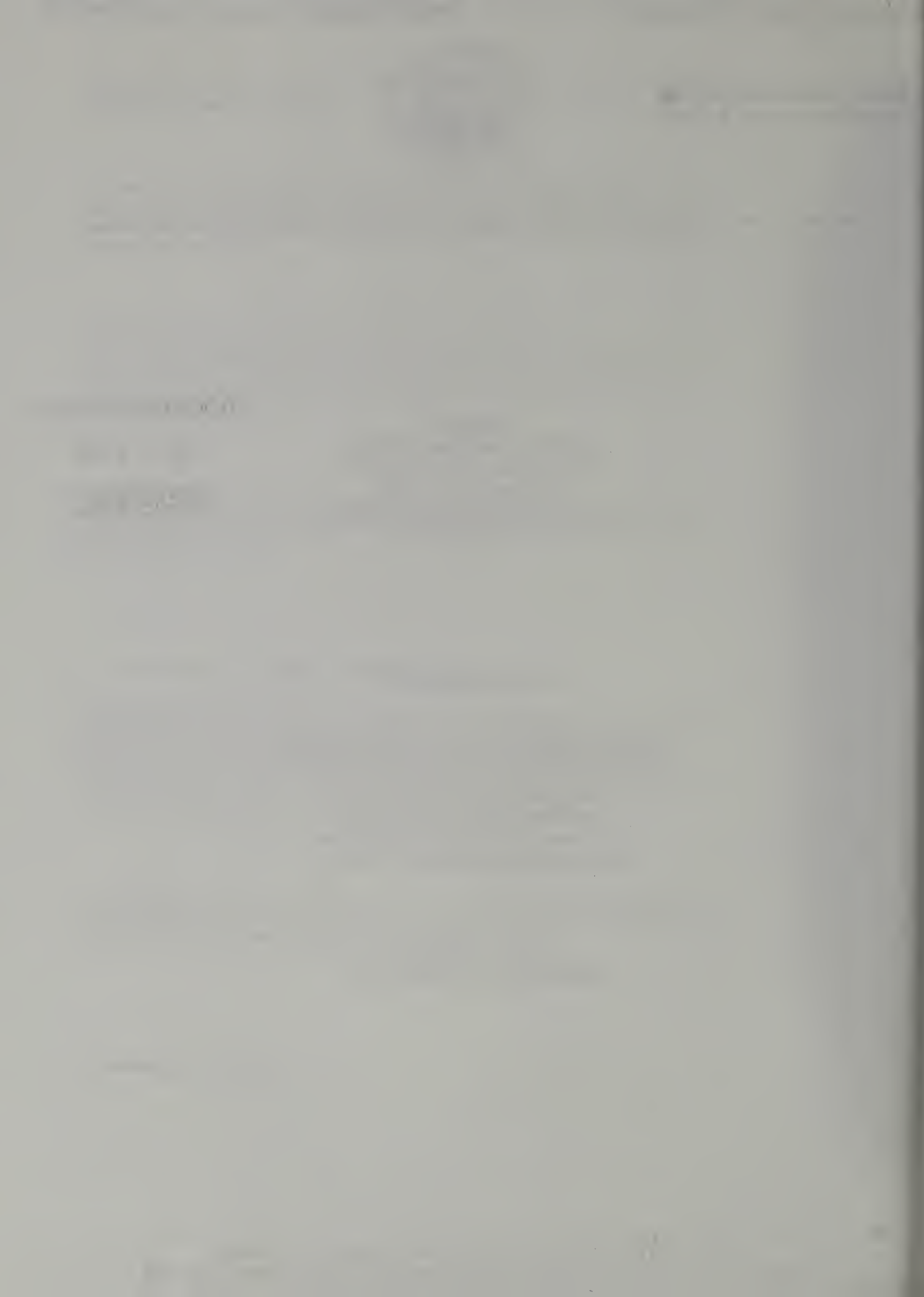
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**COMMISSIONERS**

The Honorable Arnold Townsend, President  
The Honorable Eric Safire, Vice President  
The Honorable Sheila Chung  
The Honorable Gerard Gleason  
The Honorable Richard P. Matthews  
The Honorable Michael Mendelson

Shirley Rodriques  
**COMMISSION SECRETARY**



Wednesday, May 18, 2005

**ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - ES & S Contract update
  - Voter Services Division
  - Campaign Services
  - Poll Locating/ADA
  - Budget / Personnel
  - Poll Worker Division
  - Technology Division
  - Outreach
  - Contracts
  - Request for Proposal (RFP) Update
6. **New Business**
  - (a) Discussion and possible action to approve the minutes for the Commission meeting of April 20, 2005.
  - (b) Discussion and possible action to hold an Elections Commission Retreat.
  - (c) Discussion and possible action to approve and make the Department of Elections' Outreach Plan the official policy of the Elections Commission. (Commissioner Mendelson)
  - (d) Discussion and possible action to amend the Bylaws regarding the procedures for the election of Commission President and Vice President. (Commissioner Mendelson)
  - (e) Discussion and possible action to set regular meeting dates and locations for the Commission and the Commission's Budget and Policy Committee. Report by Commission Secretary on available dates and locations.
7. **Old Business**
  - (a) Discussion and possible action to approve the Elections Commission Annual Report for 2004.
  - (b) Discussion and possible action to approve the revised Election Plan Template. The San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election.



8. **Annual Election of new Commission Officers.**
9. **Discussion regarding items for future agendas.**
10. **Public comment** on any issue within the Elections Commission's general jurisdiction.
11. **Announcements.**
12. **ADJOURNMENT**





## Disability Access

The Elections Commission meetings are usually held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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## The Elections Commission

May 18, 2005

City and County of San Francisco

Elections Commission

Approved: June 15, 2004

Minutes of the Meeting held

May 18, 2005

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1. **CALL TO ORDER.** President Townsend called the meeting to order at 7:05 pm.
2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Eric Safire, Arnold Townsend, Richard Matthews, Sheila Chung, and Michael Mendelson
3. **DIRECTOR'S REPORT**

**ES&S Contract Update** - Mr. Arntz reported that ES&S (Election Systems and Software) has signed the contract with the DoE. Once the contract has been approved by the City's Purchasing Department it will be a completed document.

**Voter Services Division** - The division has sent out 42,000 Residence Confirmation cards two weeks ago and these are now being returned to the division to update the voter files. The 8D2 cards ( notices from the postal service that mail recipients are no longer at an address) will be sent out over the next week to voters. The Health Department's lists of deceased citizens is being used to remove names from the rolls. The Secretary of State's Office gathers voters names from its statewide data base and checks for duplicates; the results are sent to the individual counties to be incorporated into the local databases and the Voter Services Division is updating its files with this information. Names of persons who have felony convictions are sent to the DoE by the Superior Court to assist in updating voter files.

There are two statewide petitions currently being verified, and six that are pending certification for review (this means that counties are doing a raw count of the signatures received) to determine if there are sufficient numbers of signatures to authorize the various elections departments to review the signatures on the petitions.

Division members recently attended HAVA (Help America Vote Act) training. It was noted that San Francisco goes much further to fulfill its obligations under this act than is required. For example, with provisional voting, San Francisco voters are provided a website and an 800 phone number to verify whether their provisional ballot was counted. Most counties only provide one or the other means to verify these ballots.

On election day, most counties provide elections results updates three or four times during the day. In San Francisco, we provide a continuous live feed of information throughout the entire day and voters can phone in to get results throughout election day.

**Campaign Services** - The division has announced that on May 26 at noon the first candidate workshop for the November 2005 election will be held. The DoE has been notified, through the City Attorney's Office, that Mabel Tang has vacated the Assessor's Office. The election for that office will take place this November. Petitions for signatures-in-lieu of the filing fee will be issued between June 3 through July 28.

**Poll Locating/ADA** - This division's staff also attended the HAVA training. Currently we have 76% accessibility to our polling locations. This leaves approximately 113 locations needing accessibility. The goal is to be 100% by November. All states are required to have all polling places accessible after January 1, 2006. Staff will be attending an assisted technology conference next week that will have examples of technology that helps persons with disabilities to vote, to determine if there is technology the DoE can use to help San Francisco's citizens.

**Budget/Personnel** - The division is currently closing out the fiscal year 2004-05 budget. The budget for 2005-06 has passed the Mayor's budget office and the final numbers will be known in a week.

The hiring package for seasonal staffing in the DoE has been completed. This package explains the City process and policies that apply to employees. The division is



implementing a new seasonal staff tracking process that will show when, and for how long, an employee is assigned to work in various areas during the election cycle. This will help us be more accurate in our funding requests.

**Technology Division** - The staff is redesigning the DoE's website with the goal of allowing visitors to the site to not need to scroll the pages to reach the information they are seeking. The information on the initial screen will lead the visitor to further information about the topic chosen. For the first time ever, a security sweep of all servers and email accounts have been completed. This sweep was to make certain that there was no unauthorized access to the Department's system. There will be another security sweep after this November's election.

The DoE has acquired a candidate access program from San Mateo County's elections department. This data base allows staff to input candidate filing information, better track the information and create reports.

**Outreach** - The division is conducting a community advisory meeting next Wednesday, May 25 from 10 am until noon in room 34. Community Based Organizations (CBOs) have been invited to attend and share their ideas about outreach.

A language assistance brochure is being developed. The brochure will be sent to voters and will have a section that can be filled out and sent back to the Department to indicate if the voter would like voting information sent to them in a language other than English. This information will also be on the DoE website.

**Request for Proposals (RFPs)** - Last week, the Department issued an addendum to the RFP. The Addendum deletes language about a buyback of existing voting equipment, and adds requirements for logic and accuracy testing. The submittal date for the RFP was extended by one week, and the length of time to conduct the mock election was shortened to two weeks (instead of four) due to these changes.

The Director reported that he attended a demonstration of ES&S's and Hart's new equipment in Menlo Park last Saturday.

**Public Comment** - David Pilpel said that he would welcome regular reports on registration statistics and reports on the circulation of initiatives as part of the Director's Report.

Commissioner Mendelson asked if other companies, beside ES&S, have shown interest



in the DoE's RFP. Director Arntz replied that there were two others attending the pre-proposal conference: Sequoia and DieBolt.

## 6. New Business

- **Discussion and possible action to approve the minutes for the Commission meeting of April 20, 2005.** Commissioner Matthews MOVED to approve the minutes and Commissioner Chung SECONDED. Motion CARRIED unanimously.
- **Discussion and possible action to hold an Elections Commission Retreat.** Commission Secretary, Shirley Rodriques, reported that all Commissioners had been queried regarding their availability and their preferred time of day for the proposed retreat. It was decided to propose the date of Friday, July 22 in the afternoon. The secretary will attempt to secure a location within the City for this meeting.
- **Discussion and possible action to approve and make the Department of Elections' Outreach Plan the official policy of the Elections Commission.** Commissioner Mendelson MOVED that the Commission adopt as its official policy the Department's Outreach Plan. Commissioner Safire SECONDED.

**Public Comment** – David Pilpel suggested that Comcast Cable to added to the list of media outlets.

Commissioner Chung said that approving this plan might be duplicative since the outreach plan is a state law and since the plan is still in draft form and will be reviewed by community groups with which the Director plans to meet next week.

Commissioner Mendelson said that he felt the Commission could now stand firmly behind the Director's proposed Outreach Plan since it provides, generally, a sound framework for outreach.

Commissioner Matthews asked Commissioner Mendelson if there was a difference between adopting a policy and approving an Outreach Plan?

Commissioner Mendelson replied that the Charter says the Commission is a policy-making body. So within that context, the Commission would be adopting it as an official policy of the Commission.

Commissioner Matthews added that the Charter specifically states that the Commission also approves plans.

Commissioner Mendelson said that his pleasure is that if the President of the Commission is satisfied he, Commissioner Mendelson, would be happy to withdraw the motion.

President Townsend said that he was very pleased with the Director's plan but that he has a few suggestions. Particularly, he would like to see more specificity regarding voter education and would like to speak to the Director about this as well as the status of ex-felons and their voting rights.

This item was TABLED to the call of the Chair.

- **Discussion and possible action to amend the Bylaws regarding the procedures for the election of Commission President and Vice President.** (Commissioner Mendelson). Commissioner Mendelson MOVED to amend the

bylaws regarding the procedure for the election of Commission President and Vice President, making the basis for the holding of those positions: either the holding of Vice President, being the senior in rank on the Commission and "further that if an individual having had seniority doesn't want the position, then another individual can step up". After discussion, Mendelson agreed to withdraw his MOTION.

- **Discussion and possible action to set regular meeting dates and locations for the Commission and the Commission's Budget and Policy Committee. Report by Commission Secretary on available dates and locations.**

Commission Secretary, Shirley Rodriques, reported that she had met with the Building Services Department about the availability of the meeting rooms in City Hall for regular monthly evening meetings. Ms. Rodriques asked the Commission to decide upon a weekday, other than Wednesday, when members could meet during the first week of each month. It was agreed to try to schedule the first Thursday of the month at 7:00 pm in Room 408 of City Hall. Ms. Rodriques said that she would notify each Commissioner when a regular meeting day is confirmed.

## 7. Old Business

- **Discussion and possible action to approve the Elections Commission Annual Report for 2004.** Commissioner Mendelson MOVED and Commissioner Safire SECONDED that the Elections Commission Annual Report for 2004 be approved. MOTION CARRIED.

(b) **Discussion and possible action to approve the revised Election Plan Template. The San Francisco Charter section 13103.5 requires that the Elections Commission approve an Election Plan in advance of each election.** Commissioner Mendelson MOVED and Commissioner Matthews SECONDED the approval of the revised Election Plan Template. MOTION CARRIED.

8. **Annual Election of new Commission Officers.** Commissioner Mendelson nominated Commissioner Eric Safire for the office of Commission President. Commissioner Gerard Gleason nominated Commissioner Richard Matthews for the office of Commission President. In a roll call vote, Commissioner Matthews received four votes (Chung, Gleason, Townsend, Matthews) and Commissioner Safire received two votes (Mendelson, Safire). Commissioner Matthews was ELECTED President of the Elections Commission.

Commissioner Matthews nominated Commissioner Sheila Chung for the office of Commission Vice President. Commissioner Chung was ELECTED Vice President of the Elections Commission UNANIMOUSLY.

ADJOURNMENT at 8:18 pm.

**ELECTIONS COMMISSION**  
*City and County of San Francisco*



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**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, June 15, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Richard P. Matthews, President  
The Honorable Sheila Chung, Vice President  
The Honorable Gerard Gleason  
The Honorable Michael Mendelson  
The Honorable Eric Safire  
The Honorable Arnold Townsend

Shirley Rodriques  
**COMMISSION SECRETARY**





**Wednesday, June 15, 2005**

**ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - Voter Services Division
  - Campaign Services
  - Poll Locating/ADA
  - Budget / Personnel
  - Poll Worker Division
  - Technology Division
  - Outreach
  - Request for Proposal (RFP) Update
6. **President's Report**
  - Meetings with public officials:  
Mayor Gavin Newsom to discuss Department of Elections budget for the next fiscal year
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities:  
Attendance at meeting of Department of Elections staff with former grantees to discuss voter outreach and education programs
  - Long-range planning for Commission activities and areas of study
7. **Commissioners' Reports**
  - Meetings with public officials
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
8. **New Business**
  - (a) Discussion and possible action to approve the minutes for the Commission meeting of May 18, 2005.
  - (b) Discussion and possible action to request that the Department of Corrections/Sheriff's Department routinely notify parolees of the voting rights.
  - (c) Discussion and possible action to determine topics to be covered at the Elections Commission Retreat on Friday, July 22, 2005, at the Fort





**Mason Officer's Club Lounge, from 1:00 pm until 4:00pm. A list of proposed topics is attached to this agenda.**

- (d) **Discussion and possible action to urge the Board of Supervisors to allocate funds in the next fiscal year for voter education and outreach, including education and outreach concerning ranked-choice voting (RCV). On November 8, 2005, San Francisco will conduct its first City-wide ranked-choice contests for Assessor, City Attorney and Treasurer. Although San Francisco conducted district-wide ranked-choice contests in November 2004, voter education and outreach programs were targeted at voters in those districts only. Those programs ensured that voters had a successful experience with RCV, and that the City fully complied with federal mandates for assistance to voters. To replicate that success, and ensure full compliance with federal voting laws, the outreach and education programs must be expanded to target all voters.**
- (e) **Discussion and possible action to appoint a Commissioner or a committee of Commissioners to investigate the ways and means of having all-postal-return elections for all elections in San Francisco, including but not limited to: identifying which sections of the California Elections Code would have to be amended in order for San Francisco to undertake all-postal elections; studying the Oregon method of conducting statewide elections solely by mail; conferring with the Director of Elections about the operational requirements of conducting all-postal elections in San Francisco; and any other topic necessary for the Commission to make informed choices about whether to pursue this method of voting.**

**9. Overview of the Department of Elections. The Director of Elections will provide an overview of each Division that includes essential election-related activities.**

- Voter Services
- Campaigns Services
- Poll Locating
- Budget / Personnel
- Poll Worker Division
- Ballot Distribution

**10. Discussion regarding items for future agendas.**

**11. Public comment on any issue within the Elections Commission's general jurisdiction.**

**12. Announcements.**

**13. ADJOURNMENT**



## Disability Access

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## Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

## APPENDIX

The following table shows the results of the experiments conducted on the effect of the concentration of the solution on the rate of reaction. The concentration of the solution was varied from 0.1 M to 0.5 M, and the rate of reaction was measured by the time taken for the reaction to complete. The results show that the rate of reaction increases with increasing concentration of the solution.

The following table shows the results of the experiments conducted on the effect of the temperature on the rate of reaction. The temperature was varied from 20°C to 40°C, and the rate of reaction was measured by the time taken for the reaction to complete. The results show that the rate of reaction increases with increasing temperature.

The following table shows the results of the experiments conducted on the effect of the surface area of the reactants on the rate of reaction. The surface area of the reactants was varied by using different sizes of pieces of metal, and the rate of reaction was measured by the time taken for the reaction to complete. The results show that the rate of reaction increases with increasing surface area of the reactants.

The following table shows the results of the experiments conducted on the effect of the catalyst on the rate of reaction. The catalyst was varied from 0 to 1.0 g, and the rate of reaction was measured by the time taken for the reaction to complete. The results show that the rate of reaction increases with increasing amount of catalyst.

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## The Elections Commission

June 20, 2005

City and County of San Francisco  
Elections Commission

Approved: \_\_\_\_\_

Minutes of the Meeting held

June 15, 2005

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1. **CALL TO ORDER.** President Matthews called the meeting to order at 7:05 pm.
2. **ROLL CALL. PRESENT:** Commissioners, Gerard Gleason, Eric Safire, Arnold Townsend, Richard Matthews, Sheila Chung, and Michael Mendelson
3. **DIRECTOR'S REPORT**

**Voter Services Division** – The division is reviewing petitions for the Statewide Special Election that will take place on November 8, 2005. Currently there are six state measures qualified for the ballot. Staff is doing data base maintenance, and processing alternate residency cards (6,000 turned in out of 42,000 sent).

**Campaign Services** – The division is providing signatures in lieu petitions and answering questions from walk ins and phone calls regarding the upcoming election.

**Poll Locating/ADA** – This division's staff is using mapping software to identify polling places in need of bi-lingual poll workers and where locations are inaccessible.

**Budget / Personnel** – The division is currently making final purchases from the current budget in preparation for the July 1, 2005, budget going in effect. The DoE goes before the Budget Committee next Thursday (June 23, 2005) and again on June 30.

**Poll Worker Division** - The division has set up a website with information for poll workers and has sent out its first newsletter to make them aware of upcoming issues for the November election. There are plans to provide voters a "voter feedback" form.

**Outreach** – The division is continuing to prepare content for materials for voters.

**Request for Proposals (RFPs)** – Two bids have been received.



They are from ES&S and Sequoia. The selection panel is reviewing these bids and will complete its initial evaluation next week.

#### 4. PRESIDENT'S REPORT

President Matthews stated that he had a brief discussion with the Mayor and his Chief of Staff on May 18 regarding the Department's budget needs for the upcoming fiscal year. The President said that the Mayor is aware of the Department's concerns and is interested in having the DoE funded as fully as possible. One example was the need for an accounting position. The Mayor agreed that this was a necessary request.

President Matthews reported that he attended a meeting a few weeks ago with DoE staff and former community outreach programs grantees which included the Senior Action Network and Lighthouse for the Blind. He said the meeting was very informative. He encouraged other members of the Commission to attend the next such meeting on July 13, 2005, in Room 34, from 10 am to noon. The President commended Linda Tulett and Charles MacNulty on the manner in which they conducted the meeting.

Today, the President and Director Arntz met with Supervisor Fiona Ma to discuss funding for Outreach, for which no money has been allocated. The Supervisor said that she will try to attend the July 13 Outreach Meeting to hear from the various communities.

#### 7. COMMISSIONERS' REPORTS

President Matthews explained that he added this to the agenda for Commissioners to have a forum for their oversight activities and observations, and he invited all Commissioners to contribute, if they wished.

*Commissioner Chung* reported that she works with many non-governmental organizations and that these groups have been supportive of the DoE's budget needs. She said that three of the groups sent letters to the Mayor's office while it was reviewing the budget. The letters encouraged the Mayor to support the Department's budget requests.

*Commissioner Gleason* reported that the President, Director and he went to the Rules Committee meeting last week because that committee was hearing the Charter Amendment to move the Assessor and Public Defender's election from the Primary to the General Election. He said that the Director mentioned to the Rules Committee that the idea to move the election, and therefore save the City money, came from the Elections Commission. Commissioner Gleason passed around to the Commission a Poll Worker Newsletter he had received in the mail because he worked as a poll worker in the last election. He praised the creation of the newsletter and said it was an excellent tool, because it invites the workers in as part of the

process and that the newsletter should have been done long ago. He commended Nataliya Kuzina for coming up with this idea.

*President Matthews* said that he was impressed that the Newsletter reminded the poll workers of the June 2006 election – which reminded him to note it on his calendar as well.

## 8. NEW BUSINESS

- **Discussion and possible action to approve the minutes for the Commission meeting of May 18, 2005.** Commissioner Mendelson MOVED and Commissioner Townsend SECONDED approval of the Minutes. The MOTION to approve the Minutes was amended to include minor corrections. The MOTION to approve the Minutes CARRIED.
- **Discussion and possible action to request that the Department of Corrections/Sheriff's Department routinely notify parolees of their voting rights.** Commissioner Mendelson MOVED and Commissioner Safire SECONDED this item.

Commissioner Townsend said that, per his research, felons who are presently incarcerated cannot vote. The issue is that people who are in County Jail, can vote – and there are some felons who do their time in County Jail. He said that he has been discussing this matter with the Director and that the Director is working on an approach to this situation. He said that his feelings are that they should vote until the State says otherwise, as long as it is not illegal to do so. The Commissioner said that another issue is to request that the Secretary of State, through the Department of Corrections and Department of Prisons, inform prisoners when they are released, after serving their time, that they can vote. In addition, if they are on parole, they need to be informed that upon completion of that parole, they can vote.

*Commissioner Safire* stated that most of the people that the Commissioner is talking about are people who are never sentenced – their position of sentence has been suspended, and they are granted probation. He reminded the Commission that this is a complicated matter.

*Commissioner Townsend* said that once the matter has cleared the Secretary of State's office, a flyer could be created to explain to prisoners, at the end of successful completion of their sentences or parole, of their voting rights.

*Commissioner Mendelson* suggested that this item be given to the Budget and Policy Committee to investigate with the help of Commissioners Townsend and Safire.

**Public Comment** – *Steven Hill* suggested that the Commission take this item before the Board of Supervisors. He said that their legislative staff could research its implementation. Mr. Hill suggested that the Commission send a resolution to the Board of Supervisors requesting that the Board create the necessary legislation.

Commissioner Safire informed the Commission that the Public Defender's office has a program in which criminal records of eligible persons could be expunged free of charge. These prisoners could have their civil rights restored. The Commissioner suggested that the Public Defender be contacted and requested to ask the Board of Supervisors for funding to do

this within the Public Defender's Office.

President Matthews asked Commissioners Townsend and Safire if they would be amenable to work together on this item and bring back, in a month, a resolution for the Board of Supervisors and the Sheriffs' Department or a recommendation of whatever the Commission's next move should be. Commissioner Safire said that he would speak to the Public Defender and find out what it would take to put the program together.

DECISION: Commissioner Safire is to meet with the Public Defender and report his findings to the full Elections Commission.

- **(c) Discussion and possible action to determine topics to be covered at the Elections Commission Retreat on Friday, July 22, 2005, at the Fort Mason Officer's Club Lounge, from 1:00 pm until 4:00pm. A list of proposed topics is attached to this agenda.** President Matthews offered the following additional topics for the Retreat Agenda: Structure of the San Francisco Government; The respective roles of Commissions, Department heads and staff; Overview of the Department's Budget and the City's Budget Process; and Restrictions on political and other activities by members of the Elections Commission.

**Public Comment** – Otto Duffy said that he was looking forward to seeing how a retreat worked with the open sunshine laws.

- (d) **Discussion and possible action to urge the Board of Supervisors to allocate funds in the next fiscal year for voter education and outreach, including education and outreach concerning ranked-choice voting (RCV).** On November 8, 2005, San Francisco will conduct its first City-wide ranked-choice contests for Assessor, City Attorney and Treasurer. Although San Francisco conducted district-wide ranked-choice contests in November 2004, voter education and outreach programs were targeted at voters in those districts only. Those programs ensured that voters had a successful experience with RCV, and that the City fully complied with federal mandates for assistance to voters. To replicate that success, and ensure full compliance with federal voting laws, the outreach and education programs must be expanded to target all voters. Commissioner Gleason MOVED and Commissioner Townsend SECONDED this item. Commissioner Gleason presented the following wording for his motion:

*Move that the Elections Commission approve (a) a written communication to the Board of Supervisors Budget & Finance Committee or (b) assign a Commissioner to discuss with the Board of Supervisors Budget & Finance Committee – to urge a specific allocation of funds to be used by the Department of Elections, and possible outside community-based contractors, for an outreach program regarding Ranked Choice Voting (RCV) for the city-wide election to be held November 8, 2005.*

Commissioner Townsend suggested a change in the language under (b) of Commissioner Gleason's motion to read:

(b) assign a Commissioner to support staff in discussions with the Board of Supervisors Budget & Finance Committee.

Commissioner Safire asked if the Commission's doing this would interfere with the "day-to-day" duties of the Director?



Deputy City Attorney Moll answered that it did not. She said that individual Commissioners can meet with members of the Board of Supervisors to support requests made by the Department.

Commissioner Gleason reminded the Commission that 36% of San Francisco's voters were not given Ranked Choice Voting (RCV) instruction/information. The first RCV took place in a "split election" with only some of the districts voting. He said the City has a responsibility to inform the voters in the upcoming election as they did for the voters in the last election.

Commissioner Mendelson suggested that the Commission send a "strong" resolution in support of the item.

Commissioner Chung stated that a resolution would not be strong enough. She said the Commission needs to flush out more information about the need than a resolution format provides. The Commissioner said that a letter would be more descriptive.

President Matthews reminded the members that there is not much time left to get information about the need for outreach to the members of the Board of Supervisors.

Deputy City Attorney Moll suggested a letter be presented by a member of the Commission to the Board. She said the letter can have the same force as a resolution and that this could be accomplished in time.

Commissioner Mendelson made a SUBSTITUTE MOTION: That the President of the Commission be authorized to act on behalf of the Commission to inform the Board of Supervisors, by letter, of the absolute necessity to maximize expenditures on outreach and that further the Commission recognizes its obligation to the citizens of San Francisco to educate them regarding this new voting system they will be using.

Commissioner Gleason requested that the two points he highlighted at the bottom of the page of his MOTION for this item be included: (1.) IT would be wrong to not ensure that the 36% of voters not ACTUALLY exposed to RCV last year have the same opportunity to be informed about it. The specific Supervisorial Districts that did not have RCV voting last year were Districts 4, 6, 8 and 10. (2.) Last year's RCV inaugural went smoothly BECAUSE of outreach and education. We need to ensure the same this year for RCV to be a success.

President Matthews asked the Deputy City Attorney if it were permissible for him to circulate the letter to the other Commissioners for input without violating any sunshine laws. Ms. Moll replied that it was permissible only if the document were available, at all points of its circulation, for public viewing.

**Public Comment** – *David Pilpel* said that he agreed with the plan to present a letter to the Board. *Steven Hill* said he has spoken to several Supervisors and their aides and that he feels there will be support among the Supervisors for funding outreach. He said that one page outlining the amount needed for outreach should be presented to the Supervisors.

The MOTION made was to authorize the President to act on behalf of the

Commission to inform the Board of Supervisors of the pressing need to authorize funds for voter outreach with consultation with the Director of the Elections and fellow member of the Commission to ensure that the letter is inclusive of the strong urgency of the need for these funds, as well as to provide a resolution outlining this need with the letter.

Roll Call vote was unanimous. Motion CARRIED.

- **Discussion and possible action to appoint a Commissioner or a committee of Commissioners to investigate the ways and means of having all-postal-return elections for all elections in San Francisco, including but not limited to: identifying which sections of the California Elections Code would have to be amended in order for San Francisco to undertake all-postal elections; studying the Oregon method of conducting statewide elections solely by mail; conferring with the Director of Elections about the operational requirements of conducting all-postal elections in San Francisco; and any other topic necessary for the Commission to make informed choices about whether to pursue this method of voting.** Commissioner Mendelson MOVED and Commissioner Chung SECONDED the item.

Commissioner Townsend said that he would be opposed to an all postal-return election system because he feels the City should be increasing not decreasing the ways in which voters can cast their ballots.

Commissioner Mendelson suggested that this item be referred to the Budget and Policy Committee for investigation and public input, and MOVED to commit this topic to the Budget and Policy Committee. SECONDED by Commissioner Safire.

**Public Comment** – David Pilpel said that the Budget and Policy Committee is the proper place to hear this item and that this subject could not be implemented until state law is changed. Steven Hill said it was an interesting proposal worth further investigation and suggested using “regional” precincts in addition to all-postal-ballots, which would be a great cost savings. Mr. Hill said that a state law is not necessary because the City of Berkeley already has an all-postal-ballot, and said this would be a good way to handle elections with traditionally low voter turnouts, special elections and elections when there are few items/candidates on the ballot.

The roll call vote to send this item to the Budget and Policy Committee CARRIED unanimously.

9. **Overview of the Department of Elections. The Director of Elections will provide an overview of each Division that includes essential election-related activities.** Director Arntz highlighted the work done by the DoE’s divisions:

**Voter Services** – Its regular five-person staff maintains the database of all voter registration information. The division is responsible for coverage of the early voting counter in City Hall. During an election period, the staff increases by approximately 45 persons.

**Campaign Services** – The division staffs the front desk of the department and answers questions from visitors and phone calls. The processing of candidate information, paid arguments, information from the Board of Supervisors for the



ballot measures, and the phone bank during elections (bi-lingual operators in four languages), are handled by this division.

**Poll Locating** – This division's work is continuous throughout the year. Staff goes door to door asking citizens if they can offer their property as a polling site. The Division also works with the School District, Recreation Centers and churches to identify ADA accessible locations. A main goal is to have consistent polling locations.

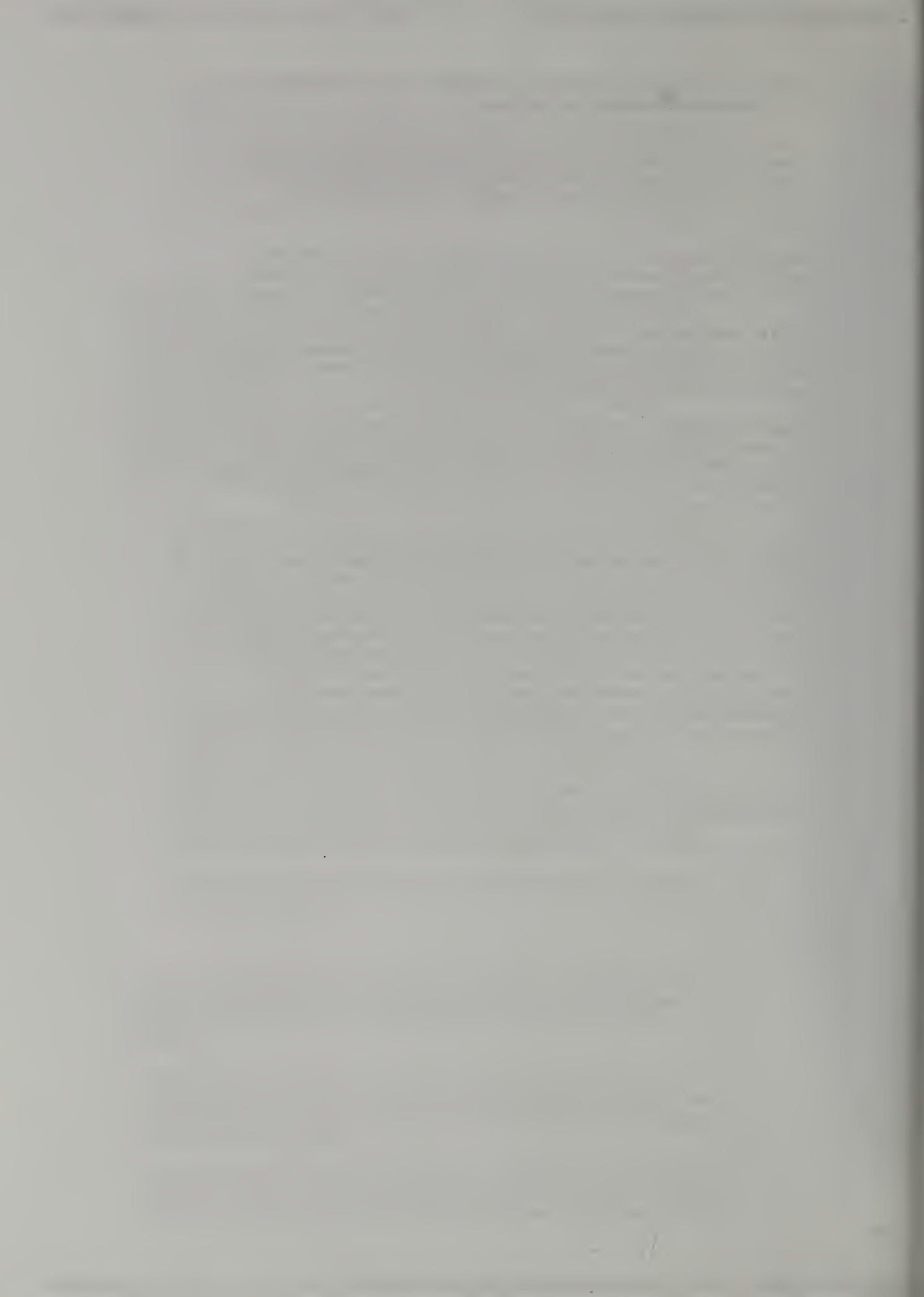
**Budget / Personnel** – This is the Director's primary area of responsibility in which he forecasts expenses and pays the department's bills. The division works within the City's policies and is constantly streamlining its processes.

**Poll Worker Division** – This division is responsible for hiring and training sufficient numbers of workers for the polls. Each election is different and poll workers need to be trained regarding new information and policies. Language accessibility will be emphasized in future elections.

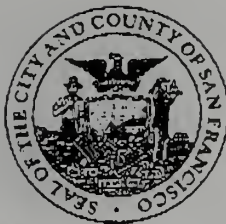
**Ballot Distribution** – In addition to the complicated task of getting the ballots to the proper locations, this division also runs the elections for the Retirement Board, Health Services and business districts (there have been three of these elections in the last six months). The division is responsible for receiving, storing and canvassing (accounting) all the voted and non-voted ballots.

**Public Comment** – *David Pilpel* complimented the department on its improvement over the last several years. Mr. Pilpel reminded the Commission that Supervisor Alioto-Pier is sponsoring a Charter amendment to set standards for certain commission and task force members. *Steven Hill* said that the phone bank was a great innovation and helped make RCV a success during the last election. *Otto Dufty* said he is concerned about the new Secretary of State's decision about how that office will spend money on new voting systems. Mr. Dufty held up a lottery ticket and said it was an example of how much information can be recorded and counted on a small piece of paper and suggested that the same could be done for the very large ballots that San Franciscans are given.

**ADJOURNMENT** at 8:25 pm.



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



*Agenda*

**NOTICE OF COMMISSION MEMBERS ATTENDING  
TRAINING ON ACCESSIBILITY  
OF VOTING EQUIPMENT MACHINES**

**CITY HALL  
FROM 9:30 AM TO 5:00 PM ON  
TUESDAY, JULY 19, 2005**

Members of the Election Commission will be at City Hall, Room 34, to attend a demonstration and training of the usability and accessibility of voting equipment machines.

The Commission will not conduct a meeting, and will not discuss matters within its jurisdiction. Nonetheless, because a majority of the members of the Commission may be at the same location at the same time, the Commission is providing this public notice.

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**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, July 20, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Richard P. Matthews, President  
The Honorable Sheila Chung, Vice President  
The Honorable Gerard Gleason  
The Honorable Michael Mendelson  
The Honorable Eric Safire  
The Honorable Arnold Townsend

Shirley Rodriques  
COMMISSION SECRETARY





**Wednesday, July 20, 2005**

**ORDER OF BUSINESS**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. FLAG SALUTE**

**4. Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.

**5. Director's Report**

- Voter Services Division
- Campaign Services
- Poll Locating/ADA
- Budget / Personnel
- Poll Worker Division
- Technology Division
- Outreach
- Request for Proposal (RFP) Update of process for selection of new voting system

**6. President's Report**

- Meetings with public officials:
  - Supervisor Fiona Ma about the DoE Budget
  - Board of Supervisors' Budget and Finance Committee regarding Budget
  - Board of Supervisors' Rules Committee regarding Charter Amendment for moving election for Assessor and Public Defender
- Oversight and Observation activities:
  - The DoE's Community Outreach Forum

**7. Commissioners' Reports**

- Meetings with public officials
  - Commissioner Eric Safire to report on his meeting with the Public Defender regarding voting rights for prisoners and parolees.
- Meetings with nongovernmental organizations
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study

**8. New Business**

- (a) **Discussion and possible action to approve the minutes for the Commission meeting of June 15, 2005.**

**9. The Director of Elections' second report on DoE operations. This report will be about the six months prior to Election Day.**



10. **Discussion of the updated Commission Calendar.** The Elections Commission bylaws require that the Commission Secretary maintain a calendar that includes critical dates and deadlines for Commission action. These dates and deadlines correspond to the duties imposed on the Commission by the Charter, such as the pre-election approval of an "Election Plan" and (if applicable) an "Alternative Transportation and Security Plan," the pre-election request for a waiver from the general rule that City employees may not assist with elections, and the post-election assessment of the "Election Plan."
11. **Discussion regarding items for future agendas.**
12. **Public comment** on any issue within the Elections Commission's general jurisdiction.
13. **Announcements.**
14. **ADJOURNMENT**





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## **Lobbyist Registration and Reporting Requirements**

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## The Elections Commission

July 20, 2005

City and County of San Francisco  
Elections Commission

Approved: August 17, 2005

Minutes of the Meeting held  
July 20, 2005

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1. **CALL TO ORDER.** Vice President Chung called the meeting to order at 7:08 pm.
2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Eric Safire, Arnold Townsend, Sheila Chung, and Michael Mendelson. EXCUSED: Richard Matthews.

Commissioner Mendelson asked if item 9 on the agenda could be continued until the next meeting when the President, who was interested in hearing this report, would be able to attend. Vice President Chung reported that she had spoken to the President moments before the meeting and he had not voiced any desire to postpone this item.

Commissioner Chung said that item 9, the second report on DoE operations, could be combined with the report for the August meeting. Commissioner Mendelson voiced his approval of this suggestion.

**Public Comment** – *David Pilpel* said that he was looking forward to hearing the Director's operational report and wanted the item to be reported at today's meeting, with any follow up reported at the August meeting.

*Commissioner Chung* suggested that the Director include in his item 3 report some of the material he had intended for the item 9 operations report.

*Director Arntz* said he could present some information on the preparations before an election by the divisions with his regular director's report.

*Commissioner Chung* asked the Director to hold his special second report for the August meeting and include what he thought was relevant, in the next item on today's agenda, item 3, the regular director's report.



### 3. DIRECTOR'S REPORT -

**Voter Services Division** – The Director announced that copies of the registration statistics for San Francisco were available on the information table for this meeting. He reported that the numbers have been reduced from 494,000 for the general election of 2004 to 435,000 currently because that election had a high turn out followed by a database cleanup. Post cards were sent to citizens to determine their voting status. Last November's percentage of registered voters voting was 72%.

Eight state petitions have qualified for the November ballot. Two local petitions are currently being processed by Voter Services: one regarding neighborhood fire houses, and one regarding military recruiters in public schools. Signatures in lieu paperwork from two candidates are being evaluated, and purge maintenance, which began in January continues.

The Department has been in contact with Prison Legal Services regarding getting information to people whose voting rights need to be restored after conviction of a felony. A decision needs to be made about when the information should be given. The Director said he expects to have a final answer very soon.

For July, Voter Services is updating Absentee Voter applications, overseas and military voter applications, and reviewing nomination papers for candidates

**Campaign Services** – The division has issued paperwork to three candidates, and more are expected, although not as many as last November. High School interns, who are working 20 hours a week, have been primarily assigned to update the FPPC (Fair Political Practices Commission) filings. July 31 is the FPPC deadline which will bring more files into the department. A candidate workshop, attended by eight people, was conducted last Thursday. The Observer Guide for the November Election is being compiled.

**Poll Locating/ADA** – This division's staff attended three training classes last week regarding accessibility for the disabled, and is creating training materials regarding disability etiquette. Tomorrow, at 9:30 am, the entire Department will have this training. Staff has attended a meeting with SFUSD (San Francisco Unified School District) and the Mayor's Office on Disability regarding compliance of City-owned facilities to the Americans with Disabilities Act. This month the division is updating its flyers and contacting public facilities and private locations regarding availability as polling sites.

Yesterday, Scott Luebking, a usability expert of systems and computers, came to the Department to train the entire staff on how to consider making the voting system and the ballot more user friendly. Many of his ideas were simple ones that can be easily implemented.

**Budget / Personnel** – The division has created tracking sheets for supplies, equipment and personnel. Requisitions for temporary personnel for the November election are being entered into the system and the division is busy with all the other processes necessary for hiring more employees. So far we have added five new staff throughout the Department.

**Poll Worker Division** - The division has expanded its website since last year, and is beginning its schedule of 150 training classes. Curricula are being revised for these classes. The Secretary of State's Office (SOS) has recognized the solid programs we have in San Francisco and has requested information about the DoE's outreach and training of poll workers. Information is being collected to comply with the SOS's request.

**Technology Division** – The division has been examining the business investment district elections. This is where certain areas and lots of the City will choose whether to assess themselves extra taxes to increase their City services. Staff has been preparing to scan the ballots for this election. This division will be supporting all the divisions over the next few months in preparation for the November election by creating databases, checking servers and computers, and helping to get reports for the SOS.

**Outreach** – The division held its second community outreach and advisory forum today. Ten organizations and Commissioner Chung attended. Currently, potential Outreach Coordinators are being interviewed. One Chinese and one Russian coordinator have been hired. The division is creating a glossary of common terms that will be translated into several languages to be used in polling places, training, and by poll workers for November. The Board of Supervisors allocated \$200,000 for outreach for this year's election. There are carryover funds of approximately \$65,000 from last year for outreach. Some of the DoE's supervisors have been discussing the need for more money for this year. The Director said that he would be able to determine if there is a budget increase tomorrow and will notify the Commission.

Nine street fairs between now and November have been scheduled. Additionally, the division will be very active in the August 1<sup>st</sup> to August 12<sup>th</sup> helping with the pilot program for the potential new voting systems.

**Request for Proposals (RFPs)** – The initial review of the systems has been completed. The two vendors who will be going forward with the pilot programs and mock election are ES&S and Sequoia.

*Commissioner Mendelson* asked when the award for the RFP will be made. Director Arntz answered that September 30, 2005, is when the selection panel is to make a recommendation.



*Commissioner Townsend* asked if the decline in registered voters might be reversed the closer we get to November. The Director said that the numbers will increase by November, but the rise will not be as great as it was for last November because last year's was a presidential election.

*Commissioner Townsend* thanked the Director and the Department for following through with the issue of felons' right to vote and making sure they are given information regarding their voting rights.

Commissioner Chung asked the Director to give a short overview of the recent budget process as it related to outreach. Mr. Arntz reported that the DoE's draft outreach plan has a budget of approximately \$835,000 of which \$150,000 was budgeted for community groups to provide outreach. He reminded the Commission that the community groups are not just involved in RCV education, but also promote the election process. The Mayor's Office and the Board received their draft. The Mayor's Office decided not to fund outreach and said it was a policy matter for the Board. The Board had two budget hearings. At the first one, the Board recognized the importance of funding for outreach. The Budget and Finance Committee decided to put \$200,000 into the DoE budget for the next fiscal year and to include \$67,000 (as was stated in the Budget Analyst's Report as a carryover amount) as outreach funding. Commissioners met with Supervisor Ma and community groups wrote letters to the Mayor and members of the Board.

*Commissioner Gleason* asked about RCV and what would happen if there are only two candidates. Director Arntz explained that if there were only two candidates, RCV would still take place because there would be a write-in space on the ballot.

*Director Arntz* reported that the Ballot Simplification Committee would begin August 1, 2005. There will be four members of this Committee.

**Public Comment.** *David Pilpel* said that he hoped the November ballot would have no more than six sides, and therefore, no more than three cards. He asked that as much information as possible be placed on the DoE website.

#### 4. PRESIDENT'S REPORT

Vice President Chung reported that Commissioner Matthews, Commissioner Townsend and she attended the Budget and Finance Committee. She said that members of the Board said that it was "refreshing to finally see a commission actually be supportive of a department that they are overseeing".

The Vice President said that she attended the Community Education Forum earlier in the day and that it was good to see the DoE reaching

out to community groups and getting advice and feedback.

The Vice President said that she attended a second meeting with Supervisor Ma and that she felt the meetings helped to "drum up support " from the [supervisor's] office in reinstating outreach funding.

## 5. COMMISSIONERS' REPORTS

*Commissioner Safire* reported that he had spoken with Director Arntz and had met with the Public Defender regarding notifying felons of their voting rights while they are in custody and upon their release. He said the Public Defender told him that there are means in place for those felons who want to take part in the education regarding voting rights, but there is no direct contact with people as they are released and there is no requirement that they go and find out what their rights are. The percentage of people who do take advantage of the voting rights information is very low.

*Commissioner Safire* stated that Commissioner Matthews had informed him that there is a bill pending before the legislature regarding this issue, of which Commissioner Safire informed the Public Defender. Mr. Adachi told Commissioner Safire that he was very supportive of the issues presented in the legislation and will take part in seeing it succeed as much as he is able. Commissioner Safire reported that the Public Defender's office has no ability to participate in the exiting of prisoners from the jails, but would be willing to participate in a meeting or in any way he can to help his clients by educating them about their voting rights. The outcome of the Commissioner's research was that the Public Defender is willing to support voter education in a very active way but would appreciate ideas from the Department or the Commission.

*Commissioner Safire* suggested that the Budget and Policy Committee come up with a plan which could be presented to Public Defender Adachi.

*Commissioner Townsend* agreed with the idea of having the Budget and Policy Committee get involved but added that any real movement to get something accomplished would have to happen with the parole and probation departments. He said that he hopes the Commission and Department could "encourage" these departments to give materials that explain when and how their voting rights are reinstated.

*Commissioner Safire* reminded the Commission that the majority of people in County Jail are not sentenced, their position of sentencing is suspended, and therefore they never lose their voting rights.

*Commissioner Gleason* reported that he attended the Accessibility for Voting Systems Workshop held at City Hall yesterday. He said the program covered more than accessibility, it was about understanding

how others may perceive voting equipment. He said it was exceptional. He commended the Department for this workshop, because the department was open to new ideas. The Commissioner also commended Mr. Luebking for his participation in the workshop because of his insight and he also commended Ken Stein from the Mayor's Office on Disabilities for his participation. The Commissioner said it was good to see the Department working with other City agencies on these issues.

*Director John Arntz* thanked the Commissioners who participated in the budget process and said they made an excellent contribution by making their presentations before the Board. He said that DoE staff noticed and appreciated their contribution. The Director said that now is the time to prepare for next year's budget season and that he wants the Commission to be involved. The budget process topics will present a bigger challenge because there will be a June Primary (right in the middle of the budget process), and there will be the RFP, and the new voting system to consider. Mr. Arntz said he wants to sit down and plan the approach with members of the Commission as soon as possible.

**Public Comment.** *David Pilpel* suggested that the Commission speak with Adult Probation and the Sheriff regarding voting rights for prisoners.

## 8. NEW BUSINESS

1. Commissioner Mendelson MOVED and Commissioner Safire SECONDED approval of the minutes. MOTION CARRIED unanimously.

9. **The Director of Elections' second report on DoE operations.** This report will be about the six months prior to Election Day. This item was CARRIED OVER to the next meeting.

10. **Discussion of the updated Commission Calendar.** The Elections Commission bylaws require that the Commission Secretary maintain a calendar that includes critical dates and deadlines for Commission action. These dates and deadlines correspond to the duties imposed on the Commission by the Charter, such as the pre-election approval of an "Election Plan" and (if applicable) an "Alternative Transportation and Security Plan," the pre-election request for a waiver from the general rule that City employees may not assist with elections, and the post-election assessment of the "Election Plan."



The Commission Secretary explained that she had maintained the two meetings a month language in the Plan to hold the dates in case the Commission decides to hold special meetings on those dates. Commissioner Townsend suggested that the Secretary add parentheses and the wording "as needed" for those first Wednesday meetings.

Commissioner Gleason noted that the Plan shows Thursday, August 20 as the deadline for the Election Plan to be approved by the Commission and asked if there actually was a deadline for this approval stated in the Charter. City Attorney Moll answered that there is no deadline in the Charter. John Arntz said that the deadline had been set by Commissioner Gleason. The Commissioner replied that his intention had been to have a deadline for an "initial" Election Plan submission and then an amended plan prior to the actual election. Commissioner Gleason said that he had wanted the final piece completed in enough time before the election, and thought that the date for the central ballot count notice, which is seven days before the election, would be a good time for the Plan. Director Arntz said that he has a draft election plan which will be completed in the next few days.

Commissioner Mendelson reminded the Commission that per the bylaws, the Election Calendar is not a binding document. Vice President Chung stated that the question is when the Commission wants to have the Elections Plan. Commissioner Mendelson said that the decision regarding when the Elections Plan should be available was not noticed in the agenda for this meeting. Vice President Chung replied that it is being brought up now because it is a portion of the calendar and we are making sure that the dates are accurate. Commissioner Gleason said that he would hope that the Wednesday, September 7, 2005 meeting of the Commission would be the date for the approval of the Plan. Vice President Chung said that in her discussions with the President about today's meeting, he had asked her to place the Election Plan as an item to approve at the August meeting.

**Public Comments** – *David Pilpel* said that the Calendar was very helpful.

**11. Discussion regarding items for future agendas**

Vice President Chung requested that approval of the Elections Plan be on the next agenda.

- 12. Public Comment** – *Steven Hill* said that he was glad to see members of the Commission participating at the Board of Supervisors Budget Hearings, that their presence was positive, and that the Supervisors were impressed by their presence. He suggested that the Commission ask for \$100,000 more for a specific

target group for outreach.

13. **ANNOUNCEMENTS** – *Commissioner Gleason* reminded the Commission that the mock election with the proposed vendor systems would be taking place next week and asked that everyone invite people to come to the Department and try out the sample voting equipment. *Commissioner Townsend* announced that on August 19, 2005, at 762 Fulton Street, The African American Culture Complex will have a display of the works completed by the Raising the Standard summer youth program.

**ADJOURNMENT** at 8:23 pm





**ELECTIONS COMMISSION**  
*City and County of San Francisco*

Richard P. Matthews, President  
Sheila Chung, Vice President  
Gerard Gleason  
Michael Mendelson  
Eric Safire  
Arnold Townsend

John Arntz  
Director of Elections

Shirley Rodriques  
Commission Secretary

*Agenda*

**NOTICE OF  
ELECTIONS COMMISSION  
SPECIAL MEETING**

The Elections Commission will be holding a Retreat

Friday, July 22, 2005

From 1:00 pm until 5:00 pm

Fort Mason Officer's Club

at the corner of Franklin and Bay Streets

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**Disability Access**

This Elections Commission Retreat meeting will be in a building that is wheelchair accessible. The MUNI lines with stops near the Fort Mason Officers' Club are: #28 19<sup>th</sup> Avenue, #30 Stockton, #47 Van Ness and the #49 Mission/Van Ness. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking directly outside the Officer's Club at Fort Mason.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded



that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [Donna\\_Hall@ci.sf.ca.us](mailto:Donna_Hall@ci.sf.ca.us). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.ci.sf.ca.us](http://www.ci.sf.ca.us).

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## The Elections Commission

July 22, 2005 - RETREAT

### ELECTIONS COMMISSION RETREAT

Friday, July 22, 2005

1:00 pm to 5:00 pm

Fort Mason Officer's Club Lounge

1. President Richard Matthews called the meeting to order at 1:10 pm and welcomed the Commissioners, Director of Elections, Deputy City Attorney and members of the public.

INTRODUCTION OF COMMISSIONERS & STAFF: Commissioners Sheila Chung, Eric Safire, Richard Matthews, Michael Mendelson, Deputy City Attorney Julia Moll, and Director of Elections John Arntz. Members of the Public in attendance were Dennis McKenzie and David Pilpel. Commissioner Gerard Gleason arrived at 1:16 pm and Commissioner Arnold Townsend arrived at 1:43 pm.

#### II. THE ELECTIONS COMMISSION

1. - Deputy City Attorney Julia Moll gave an informative presentation on the history of elections administration in San Francisco. A copy of a related memo is attached to these minutes as Appendix #1 .
1. - Deputy City Attorney Julia Moll explained that the Charter imposes specific duties on the Elections Commission and general duties on all of the City's commissions. A copy of Ms. Moll's memorandum regarding these powers and duties is attached to these minutes as Appendix #2 .

Commissioner Chung asked if the Department has an internal policy for dealing with complaints. Director Arntz answered that once the Department is made aware of a complaint, the Department tries to resolve the complaint. He meets with the person about the concerns, provides documentation of the incident, and goes over the situation in the meeting. This, he said, is normally enough. Mr. Arntz said that the Department does not have a "set program" of handling complaints, but complaints are handled individually and the Department is very responsive.



President Matthews asked the members to give comments regarding their interpretations of the sentence "The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter" section of Sec.13.105.5 of the City Charter. Commissioner Safire replied that "if something goes wrong, it is our duty to fix it". Commissioner Chung added that the Commission's role, in addition to oversight of the Department, is to be supportive of the Department.

Commissioner Townsend said that if there is a complaint, it is automatically a "Department" issue. If there is a "chain of complaints", perhaps there would be the need to hold a hearing. If there were enough people coming to complain to the Commission, and after consultation with the Director, it could be decided that a problem needed to be addressed in a hearing. He said that most complaints have been handled on the Department level.

President Matthews stated that the Elections Commission's powers and duties are outlined in Charter Sec. 4.102, and read through the ten paragraphs in the section to reach consensus. He stated that all paragraphs, except numbers 5, and 6, apply to the Elections Commission. A copy of this section is attached to these minutes as Appendix #3.

**BREAK** (10 minutes) at 2:30 pm.

1. -

Deputy City Attorney Julia Moll, gave a brief introduction to the topic. She said that the Charter establishes a chain of command that applies to the governance of City departments. The Commission sets policy for the Department and communicates that policy to the Director. The Director is responsible for administration and management of the Department and for executing the policies established by the Commission.

Comments of Director of Elections John Arntz – Mr. Arntz stated that he prefers that Commissioners seeking information from members of the Department go through his office to obtain that information. Commissioner Matthews added that the law in fact requires this.

Commissioner Chung said that it would be helpful if staff were able to continue to let the Commission know of areas in which it can offer support to the Department, as was done when members of the Commission spoke before the Board of Supervisors Finance Committee in support of the Department's budget needs.

### **III. CONDUCT OF COMMISSIONERS**

1. – President Matthews stated that the reason he wanted this item on the Retreat's agenda was to revisit the Board of Education's meeting in which that Board, which has an appointment on the Elections Commission, expressed its desire that their appointee would keep in mind the needs of the Board of Education when considering matters before the Commission. President Matthews said that this was "classically wrong... and the Charter says the appointee, is broadly representative of the general public," not broadly representative of parents who have children in our schools or any of the other constituencies that the Board of Education wants represented.

In Deputy City Attorney Julia Moll's presentation, she stated that members of the Elections Commission, like all City boards and commissions are City officers, and as City officers, they owe a duty of loyalty to the City and must act in the City's best interests. She explained that although members are all appointed by different appointing authorities, those members do not owe a duty of loyalty to that appointing authority.

There was consensus by the Commissioners.

b. ***Restrictions on Political and Other Outside Activity*** – Commissioner there had been discussion of this topic during the annual conflict of interest : Commissioners and agreed that there was consensus of the current Commi this topic.

c. ***Interaction with Department Staff***

The Commission agreed to consensus on requesting information from tl Director rather than from other DoE staff.

#### IV.

#### OPERATION AND GOVERNANCE OF THE COMMISSION

- **Should the Commission amend its bylaws now that the**

**Commission is no longer in its infancy?**

Commissioner Safire said that he felt that the subjects of: Formation of Committees, Procedure for Electing Officers, Decorum of Commissioners during meetings, and Preparation of Meeting Agendas, had been addressed by earlier Elections Commissions and that he saw no need to make changes.

President Matthews asked for a consensus regarding Commissioners refraining from conversation among themselves during meetings when public comments and presentations are being made. Commissioner Gleason said that he agreed. Commissioner Townsend said that he felt that the Commissioners should maintain, even in the "mist of great difficulty", when speakers are, themselves, being rude, decorum.

***Procedure for Electing Officers*** - President Matthews expressed his concern that at the last election, members were called upon to verbally vote "yes" or "no", by name, for candidates. In the future, the Commission will use Robert's Rules for its election procedures.

- b. ***Expectations of individual Commissioners, between meetings and on Election Day*** – President Matthews opened this discussion with the example of the three Commissioners who addressed the Board of Supervisors' Finance Committee recently and said that he felt it was a good example of how Commissioners can assist the Department.

Commissioner Mendelson said that members should read the operations manual and learn all they can so that the Commission can assist by: giving direction to the Director, doing strategic planning, writing good motions, and talking to the Director to determine what

the needs are.

Commissioner Chung said that the Commission can provide support to the Department by deciding that an individual Commissioner can conduct an investigation and bring ideas to the Commission or to the Budget and Policy Committee. Another suggestion is to bring forth agenda items that can help further the work of the Commission.

Commissioner Gleason said that the investigations are good ideas but that nothing can happen unless it is the policy of the body. He said that he had recently attended the accessibility meeting but that he feels that there is no obligation that a particular Commissioner attend outside meetings.

Commissioner Townsend said that, as individuals, Commissioners can attend meetings but not formally represent the Commission, or formally state the Commission's position if the position has not been formally taken.

**c. *What, if any, committee structure should the Commission have?***

Commissioner Mendelson said that the current structure of one committee, the Budget and Policy Committee, is sufficient.

Commissioner Chung said that an individual Commissioner can be charged to do an investigation and bring his or her information to the policy committee to be vetted before going forward to the full Commission. She said that would eliminate having a backlog of work sent directly to the committee.

Commissioner Gleason suggested that there be a Budget Committee separate from the General Policy Committee. This would divide the work so that everyone has some involvement. For example, Commissioners could study the budget and therefore be more prepared to assist in that effort. Budget Committee could meet only during the budget season.

Commissioner Townsend said that the committee structure should be looked at in depth.

**d. *Discussion of use of Robert's Rules of Order at meetings -***

President Matthews said that it is his hope that Robert's Rules of Order will be used as an "enabling" tool rather than an "intimidating" one at Commission meetings.

Commissioner Mendelson said that Robert's Rules of Order is not meant to be a restraining device. He said that the purpose is "to make happen those things through a common understanding of individuals of the applicable law."

President Matthews requested that Commissioners have their main motions in writing before they make that motion.

**• Public Comment:**

*David Pilpel* said that he has observed there is often a legal and technical approach taken by the Commission on the matters before it, and that this approach obscures the fundamental policy being considered. Regarding the budget, Mr. Pilpel said that the Commission should be better informed of the line items so that it can defend them before the Board of Supervisors if it should be necessary to do so. The Commission should do this rather



than turning to the Director to answer all the questions.

Mr. Pilpel said that once an item is on the agenda, the Commission should be able to discuss it without making a motion to do so. Because it is already on the agenda, it is already before the body. This is the manner in which all the other Commissions and Committees he attends proceed with their meetings.

Mr. Pilpel said that he would like the Director to give status reports regarding candidates and potential ballot measures at Commission meetings.

*Dennis McKensie* said that he has attended City meetings for twenty years and that the important thing for commissions to remember is that their loyalty is to the City. Young people, students should be more involved in the process of elections and outreach.

Mr. McKensie said that kids have a real separation between why they are in school and what they do once they are out of school. There should be field studies where youth can observe and learn about their government, how it runs and what educational degrees are necessary to run the City's departments. He said that City Hall should have a classroom to provide presentations to students about government.

## ADJOURNMENT

### APPENDICES:

[Appendix # 1 - A brief history \(PDF\)](#)

[Appendix # 2 - Powers and Duties \(PDF\)](#)

[Appendix # 3 - SF Charter Section 4.102](#)

### SEC. 4.102. BOARDS AND COMMISSIONS-POWERS AND DUTIES.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;
2. Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;
3. After public hearing, approve applicable departmental budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors, subject to the Mayor's final authority to initiate, prepare and submit the annual proposed budget on behalf of the executive branch and the Board of Supervisors' authority under Section 9.103;

4. Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar charges with respect to appropriate items coming within their respective jurisdictions;

5. Unless otherwise specifically provided, submit to the Mayor at least three qualified applicants, and if rejected, to make additional nominations in the same manner, for the position of department head, subject to appointment by the Mayor;

6. Remove a department head; the Mayor may recommend removal of a department head to the commission, and it shall be the commission's duty to act on the Mayor's recommendation by removing or retaining the department head within 30 days; failure to act on the Mayor's recommendation shall constitute official misconduct;

7. Conduct investigations into any aspect of governmental operations within its jurisdiction through the power of inquiry, and make recommendations to the Mayor or the Board of Supervisors;

8. Exercise such other powers and duties as shall be prescribed by the Board of Supervisors; and

9. Appoint an executive secretary to manage the affairs and operations of the board or commission.

In furtherance of the discharge of its responsibilities, an appointive board, commission or other unit of government may:

10. Hold hearings and take testimony; and

11. Retain temporary counsel for specific purposes, subject to the consent of the Mayor and the City Attorney.

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's powers of hearing and inquiry as provided in this Charter.



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**AGENDA**  
**ELECTIONS COMMISSION**  
Wednesday, August 17, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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COMMISSIONERS

The Honorable Richard P. Matthews, President  
The Honorable Sheila Chung, Vice President  
The Honorable Gerard Gleason  
The Honorable Michael Mendelson  
The Honorable Eric Safire  
The Honorable Arnold Townsend

Shirley Rodriques  
COMMISSION SECRETARY



Wednesday, August 17, 2005

## ORDER OF BUSINESS

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Presentation by Supervisor Sean Elsbernd** regarding proposed legislation to allow individuals and organizations to submit only one free ballot argument per measure and establishing new priority level for state and local elected officials registered to vote in San Francisco who submit ballot arguments.
5. **Director's Report**
  - Voter Services Division
  - Campaign Services
  - Poll Locating/ADA
  - Budget / Personnel
  - Publications
  - Poll Worker Division
  - Technology Division
  - Outreach
  - Request for Proposal (RFP) Update of process for selection of new voting system
6. **President's Report**
  - Oversight and Observation activities:
    - Participation in the request for public input in the "Mock Election" for selection of a new voting system
7. **Commissioners' Reports**
  - Meetings with public officials
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
8. **Budget and Policy Committee Report**
  - Recommendation regarding plan for voter eligibility notification for ex-offenders.
  - Recommendation regarding support for having all-postal-return ballots for all elections in San Francisco.
9. **Presentation by the Director of Elections** about operations during the six months prior to Election Day and Election Day to certification.
10. **New Business**
  - (a) **Discussion and possible action to approve the minutes for the Commission meeting of July 20, 2005.**



- (b) **Discussion and possible action to approve the Election Plan for the November 8, 2005 election.**
  - (c) **Discussion and possible action to submit a request to the Board of Supervisors for a waiver allowing certain City employees to work on the November 8, 2005 election.**
- 11. **Discussion regarding items for future agendas.**
- 12. **Public comment** on any issue within the Elections Commission's general jurisdiction.
- 13. **Announcements.**
- 14. **ADJOURNMENT**





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## The Elections Commission

August 17, 2005

City and County of San Francisco  
Elections Commission

Approved: September 21, 2005

Minutes of the Meeting at City Hall Room 408  
August 17, 2005

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1. **CALL TO ORDER.** President Matthews called the meeting to order at 7:09 pm.
2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Eric Safire, Arnold Townsend, Sheila Chung, and Richard P. Matthews. EXCUSED: Michael Mendelson.

**Announcement of new meeting procedure:**

President Matthews announced that the Commission will no longer require a motion to introduce a discussion as long as that discussion is properly noticed on the agenda. Additionally, items listed on the agenda for discussion no longer will be forwarded to Committee at the outset, he said, because the Commission owes the public the opportunity for discussion as posted on the agenda. President Matthews added that the Commission will use two of Roberts' Rules during discussions: Commissioners will be recognized before they are allowed to speak, and no Commissioner can speak twice on an issue until all Commissioners who wish to speak on the issue have done so.

*Commissioner Eric Safire* requested that the minutes reflect that he objects to the suspension of Roberts' Rules of Order.

3. **Presentation by Supervisor Sean Elsbernd regarding proposed legislation to allow individuals and organizations to submit only one free ballot argument per measure and establishing new priority level for state and local elected officials registered to vote in San Francisco who submit ballot arguments.** Supervisor Elsbernd gave a brief history of the legislation that was first proposed last year by Supervisor Tony Hall. He said the motive was to have a level playing field for each person submitting a ballot argument in the lottery for which there is no official proponent or opponent argument. He reported that in the past, an individual was permitted to submit numerous entries in the lottery, which would increase that individual's likelihood of having his argument selected when the drawing was conducted. The legislation does not limit the number of paid ballot arguments.



*President Matthews* said that the Commission was advised by counsel last year, when the legislation was first proposed, of legal issues concerning this legislation.

*Deputy City Attorney Moll* advised that the Commission was free to discuss policy issues concerning the legislation. But if the Commission wanted to discuss the legal advice, the Commission must first consider whether to waive its attorney-client privilege.

**Public Comment** – *David Pilpel* said that in the past, when organizations had a better chance of getting their argument published in the VIP (Voter Information Pamphlet), sometimes individuals created “phony” organizations in an effort to get their argument on the ballot. He said that he was in support of this legislation and urged the Commission to put it on its September meeting agenda.

#### 4. DIRECTOR'S REPORT

**Voter Services Division** – The division has sent out the 75 day overseas voter notices. Overseas voters must return applications to the Department in order to receive their ballots.

**Campaign Services** – Last Friday was the deadline for nominations, and staff has been heavily involved in handling the paperwork. The division is interviewing candidates to work the phone bank which begins operation in September.

**Poll Locating/ADA** – This division has been working with the Secretary of State's Office to develop a survey that all counties will be using to determine if a poll site is accessible. The division has added four staff for this year's election. So far, thirty-eight polling locations from last year have cancelled. Staff will need to find replacements

**Budget / Personnel** – The division is involved in the very paper-intensive project of hiring all the temporary staff needed for November, and processing invoices for materials ordered for the election.

**Publications** – The Ballot Simplification Committee ended last week and now the materials will need to be typeset. Vendors are being contacted with the goal of the DoE being first on the presses with the ballots and VIP. We want to be the first county to have the information mailed to voters.

**Poll Worker Division** - The division has brought back staff who worked the last election and has conducted a mock new clerk training class that was attended by managers and the Director. This allowed us to see how the poll workers were being trained. A new inspectors' class will be implemented in early September. Work continues on the Poll Worker Manual which should be completed two weeks prior to



the commencement of classes.

**Technology Division** – The division has set up the DIMS data base that will allow all divisions to submit data concerning specific elections. They are working with the Controller's Office on the payroll software the Department will be using. In the past, the Controller's Office has been processing checks for polling sites and owners of those sites. We are hoping that the process will improve once the Department has direct interface with the software the City uses to create these checks. Additionally, the division is preparing computers for the temporary staff who are being hired for the upcoming election.

**Outreach** – The division has been attending community events. Two temporary bilingual Chinese, one Russian and one Spanish have been added to their staff. Brochures, flyers and public service announcements are being prepared.

**Request for Proposals (RFPs)** – The pilot program went well in City Hall. The vendors were surprised at the turnout. The vendor's reports will be on the DoE's website. From August 29 until September 9, the selection panel will have an opportunity to interview the vendors again.

*President Matthews* asked if the Director knew how many citizens attended the pilot program. Director Arntz said that he doesn't have a count, but that it was several hundred.

**Public Comment.** *James Soper* thanked the City for running the mock election. He said it was impossible for the public to read the tabulations on the computing screen and suggested an additional monitor be placed in the public viewing area.

## 6. PRESIDENT'S REPORT

President Matthews reported that he had participated in the mock election twice. The first time, he marked the ballots correctly. The second time, he purposely made gross errors to see how the equipment would handle those ballots. He said it was informative to see how each system responded.

## 7. COMMISSIONERS' REPORTS

*Commissioner Townsend* reported that he visited the Department on Monday and joined the Director and ten or twelve journalists representing countries all over the world. The visitors were interested in learning about the Commission and many expressed concern about bribery which seemed to be prevalent in some countries. The Commissioner explained why it wasn't the case in San Francisco.

## 8. BUDGET AND POLICY COMMITTEE REPORT

*Commissioner Gleason* reported that the Committee heard a presentation from Eileen Hirst, of the Sheriff's Department who explained what the Sheriff's Department does regarding ex-offenders' voting rights. He said Director Arntz reported to the Committee on steps the DoE is taking to do outreach to ex-offenders as well. The Commissioner said he was very impressed with the new information that will be in the VIP informing the public of ex-offender's voting rights because the information can reach their friends and family, and the general public who may not have known about the laws.

*Director Arntz* reported that the DoE has now added a web page to its site with information for ex-offenders regarding their voting rights. By next week the Department will have completed a brochure which will be provided to Prisoner Services. The Community Parole Commission will be reviewing the brochure to determine if it is something they can use as well.

*Commissioner Townsend* said that he would like to see the Commission approach the State, once San Francisco has a good, working system, to implement state legislation.

*Director Arntz* replied that this would be a great idea to bring forward.

*Commissioner Safire* said it was important to include community organizations that are active in this area, like Calvin Jones. These groups and people would be able to let the DoE know where to place the brochures.

*Commissioner Chung* thanked the department for taking such quick action to include information on the website, the VIP and to create a brochure for outreach to ex-offenders.

*Commissioner Gleason* reported that the Committee discussed the all-postal-return ballot proposal and will be getting more information from the City Attorney's Office, will be looking at what might be the barriers, and what the SoS has learned from its investigations into this suggestion. The Committee will continue to explore an all-postal-return ballot.

9. **PRESENTATION BY THE DIRECTOR OF ELECTIONS about operations during the six months prior to election Day.** Director Arntz presented his report highlighting the important points in each division on a monthly basis:

**MAY**

Voter Services conducts voter file maintenance using DMV records, SoS files, returned mail and by sending out postcards to voters.

Budget / Personnel prepares information for the Mayor's Budget Office.

Ballot Distribution prepares for special elections for Health Services, Retirement Board, and Business Improvement Districts.

Other Divisions prepare plans and procedures, review and update materials and attend the monthly new citizen ceremonies.

## **JUNE**

Voter Services begins verifying signatures-in-lieu petitions, contacts agencies and organizations ensuring they are stocked with registration cards: post offices, colleges, libraries and now the jails.

Campaign Services does in-taking of signatures-in-lieu forms and begins holding candidate workshops.

Poll Locating / ADA reviews sites and information on sites as well as continues obtaining accessible polling locations.

Budget / Personnel works with the Board of Supervisors Budget Analyst to finalize the Department's budget and completes the filing of requisitions to close out the fiscal year.

Poll Worker Division commences holding training advisory board meetings where they invite experienced poll workers to offer ideas for improving training. The division reserves training sites, revises the poll worker manual and begins formatting the letters (which are sent to prospective workers) and printing materials.

Technology assists with the data purges and sets up databases for the other divisions, performs maintenance on servers and personal computers as well as updating the website with election-specific materials such as guides, forms and applications.

Outreach staff attend events, hold community based groups meetings, prepare materials with the input of these community groups.

Ballot Distribution reviews the security plan, prepares materials for vendors to bid on the Absentee Voting (AV) envelopes, prepares for any special elections (Health Service System -HSS, Retirement, Business Improvement Districts- BID).

## **JULY**

Voter Services starts to receive the initiative petitions on July 11, does the random sampling of the petitions, and labeling and reviewing the signatures on these petitions. With the beginning of the new fiscal year, temporary staff is hired to purge files, which is necessary to keep voter records current. This allows the more experienced staff to work on the petitions, update forms and translations, and work on absentee and overseas applications.

Campaign Services begins issuing and receiving nomination petitions on July 18. They hold candidate workshops. July 31 is the deadline



for Fair Political Practices Committee (FPPC) filings which produce a very large quantity of paperwork that must be copied and made available for the public.

Poll Locating / ADA updates forms and flyers, begins contacting public facilities to be polling places, mails letters to previous polling places and starts logging this information into the database for use in November.

Budget / Personnel begins requisitions for the new fiscal year, begins the hiring procedures for the temporary employees and secures rooms and services for these staff.

Poll Worker Services seeks temporary staff members, holds training advisory meetings and creates its class schedules.

Outreach Services hires and trains its temporary staff, revises and updates their training curriculum, develops brochures, holds advisory forums, and develops its presentation calendar which will be posted on the DoE's website.

Ballot Distribution sets street closures with the Department of Parking and Traffic, reserves the Civic Center Garage space for the vehicles we will be using, reviews and plans for the Processing Center, works with the AV envelope vendor on the layout and works with the post office regarding mailing procedures and deadlines.

Publications prepares the official notices in the newspaper, meets with the translation vendor, reviews designs for the VIP covers, arranges for the library to create audio tapes of the VIP, prepares for Ballot Simplification Committee meetings and sends preliminary ballot typesetting to the vendor.

## **AUGUST**

Voter Services begins preparing for early voting in City Hall, and prepares for off-site voting if there is an emergency evacuation. The division assembles mailers to overseas voters and assists in creating election databases with the Technology division.

Campaign Services holds ballot argument workshops, receives and reviews nomination papers, ballot designations and candidate statements.

Poll Locating / ADA seeks its temporary staff, sends poll locating teams to sites after receiving availability letters, and contacts public schools regarding their being polling sites.

Budget / Personnel finalizes the ballot order.

Poll Worker Division hires its temporary staff, prints its manual, sets up training class database, schedules trainers, sets curriculums,

meets with vendors regarding voting equipment training, begins production of high school materials for each school, contacts the Community Based Organizations regarding poll worker training, secures materials and transportation for classes, mails and then processes poll worker availability letters, begins preparing the Field Election Deputy (FED) program, and opens the poll worker intake room.

Technology sets up the election in the DIMS data system, does server maintenance, prepares PCs for the extra staff and the election center.

Outreach distributes materials to staff for review, posts materials on the website, develops citywide mailers, attends events, provides demonstrations and holds an advisory forum.

Ballot Distribution prepares the 240 Van Ness Avenue site, begins uplink site meetings and planning, meets with Sheriff's Office personnel, prepares the City Hall security plan with the Building Services Department, prepares Brooks Hall, receives and reviews the AV envelopes, receives, prepares and labels the Provisional Voting (PV) envelopes, and finalizes the security plan.

Publications holds Ballot Simplification Committee meetings 8/1 – 8/12, prepares measures, bonds, charter amendments, ordinances, legal text for layout, completes ballot typing, begins coding DIMS for elections, prepares notices regarding submission of arguments, prepares for public review periods. prepares ballot measure digests, financial analyses for layout, assists in formatting, then proofreads the ballots, and prepares the translations for the ballot and the VIP.

## **SEPTEMBER**

Voter Services prepares the permanent absentee database, mails official facsimiles of ballots to overseas and military voters, finalize preparations for early voting, sends notices to the 17 mail-ballot precinct voters (these are precincts with 250 or less registered voters) and sends them information regarding two nearby polling places with their ballot type. The division will train temporary staff, prepare ballots for early voting, hospital patient voting, overseas voting, jail voting and begin processing the increasing numbers of registration cards and mail.

Campaign Services prepares and recruits for Election Observer Panel, hires and trains phone bank personnel.

Poll Locating / ADA begins organizing routes for delivery of voting equipment (to the 562 polling places) and inputs final data regarding the polling places for the addressing of the VIPs.

Budget / Personnel begins organizing the vehicles (approximately 200) and drivers and monitoring incoming supplies.

Poll Worker Division conducts high school outreach for student poll



workers, assigns poll workers to classes, assigns poll workers to precincts, works with warehouse staff and Ballot Distribution Division to assemble materials for precinct supply boxes, trains DoE staff, hires FEDs and prepares supplies and routes for FEDs.

Technology completes writing the scripts for the Logic and Accuracy testing, and sends the 60-day registration information to the SoS.

Outreach organizes the ethnic media press briefing, attends events and provides presentations, sends artwork to the newspapers, prepares Public Service Announcements for airing, mails Ranked Choice Voting trilingual postcards and sends first outreach newsletter.

Ballot Distribution prepares security badges for DoE staff, prints the labels for the rice bags that are used to hold the ballots provided to the inspectors, works with vendor in ink jetting permanent absentee envelopes, receives and inventories the absentee, generic, duplicate and test ballots. The division prepares the precinct ballots for the inspectors' rice bags, the FEDs. and the District Vans, as well as prepares and mails ballots to permanent absentee voters.

Publications sends ballot artwork to the vendor, confirms the VIP's size and weight with the post office, finalizes proofing of the VIP for printing, sends the VIP to the library for audio taping, proofs the Spanish and Chinese VIP and mails the VIPs (not more than 40 days, not less than 21 days before the election).

## **OCTOBER**

Voter Services sends absentee ballots to hospitals, jails, etc., begins early voting, receives AVs and scans bar codes prior to reviewing signatures, processes AV requests, issues second ballot requests, prepares for last day of new citizen voting.

Campaign Services starts the phone bank, conducts open house, prepares for statewide FPPC filing deadline.

Poll Locating / ADA tracks and inputs new poll locations, prepares change of polling place signs, prepares maps of polling places, finalizes route sheets and prepares cor-o-van for deliveries.

Election Center finalizes materials, trains staff, holds mock sessions, meets with DTIS for phones and computer services.

Poll Worker prepares its standby poll worker dispatch plan which operates in the South Light Court on election day, trains poll workers, and ensures that the polls are staffed with sufficient bilingual poll workers.

Technology completes the logic and accuracy testing.

Outreach continues its presentations.

Ballot Distribution finalizes distribution of precinct ballots to the inspectors and mails the last of the AV ballots.

Publications monitors the mailing of the VIPs, and works with the post office to resolve any delivery issues.

**Public Comment** – *David Pilpel* complimented the Department for its plan for tracking the chain of custody of ballots. He asked that updated AV ballot information be available daily for campaigns. *Jay Martin* encouraged the Director to put the information in his report on the Department's website, and asked that polling place information be printed in larger typeface on the VIPs.

#### 10. NEW BUSINESS

- (a) **Discussion and possible action to approve the minutes for the Commission meeting of July 20, 2005.** Commissioner Townsend MOVED and Commissioner Chung SECONDED approval of the minutes. Motion CARRIED unanimously.
- (b) **Discussion and possible action to approve the Election Plan for the November 8, 2005 election.** Commissioner Gleason suggested that the plan, on page 23, under guidelines, should show a statement saying that the guidelines listed below were suggested and approved by the Elections Commission at the regular meeting on May 18, 2005. The Commissioner said the plan was very thorough and that he appreciated all the work that was involved in creating it. Commissioner Townsend MOVED, with the amendment, and Commissioner Gleason SECONDED the adoption of the Election Plan.

**Public Comment** – *David Pilpel* asked that the letters of the measures be included in the plan, the number of mail ballot precincts, the uplink sites addresses, and a glossary of the abbreviations used in the plan or an explanation when those abbreviations first appear in the plan. *Jay Martin* said that if a voter went to a different district to cast his/her ballot, that the correct ballot for that voter would be available, and that the plan should state that there will be "no such thing as a wrong ballot type". Mr. Martin asked that there be a report produced after each election that accounts for the uncounted ballots, disqualified ballots, how many and for what reasons, including the AV that failed.

The Motion CARRIED unanimously.

1. **Discussion and possible action to submit a request to the Board of Supervisors for a waiver allowing certain City employees to work on the November 8, 2005 election.** Director Arntz explained that this is the process followed by the DoE for each election if it is determined that more staffing for election day is necessary. Commissioner Chung MOVED and Commissioner Townsend SECONDED the approval to submit this request.

**Public Comment** – *David Pilpel* suggested that the motion sent to the Board not be specific regarding the numbers of the positions requested to be filled. This would give the Director the ability to make changes in assignments on election day if needed. Additionally, Mr. Pilpel asked for an updated DoE organizational chart and an election day organizational chart.

Motion CARRIED unanimously.

- I. **Discussion regarding items for future agendas.** Commissioner Safire said that he was interested in learning how Proposition 77, regarding redistricting, will effect the role of the Commission and the Department.
1. **Public Comment on any issue within the Elections Commission's general jurisdiction.** *Roger Donaldson* said he participated in the mock election last week and suggested that security should be extended in the Request For Proposal (RFP) contract with whomever is chosen as the selected vendor, as well as standard language and operating systems. Mr. Donaldson suggested that the Department might look at leasing the equipment instead of buying due to obsolescence, and that the Department ask the SoS to invest HAVA funds in research and development. *Jim Soper* praised the Commission and the Director for their success in Ranked Choice Voting and said he was concerned with wireless transmission of election data because of the chance of security breaches. *David Pilpel* complimented the Commission on its recent relaxation of Robert's Rules and said the meeting went much more smoothly and efficiently this evening.
2. **ADJOURNMENT** at 8:35 pm.

**ELECTIONS COMMISSION**  
*City and County of San Francisco*



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**ELECTIONS COMMISSION**  
Wednesday, September 21, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

**COMMISSIONERS**

The Honorable Richard P. Matthews, President  
The Honorable Sheila Chung, Vice President  
The Honorable Gerard Gleason  
The Honorable Michael Mendelson  
The Honorable Eric Safire  
The Honorable Arnold Townsend

Shirley Rodriques  
**COMMISSION SECRETARY**





Wednesday, September 21, 2005

## ORDER OF BUSINESS

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - Ballot Distribution
  - Budget / Personnel
  - Campaign Services
  - Outreach
  - Poll Locating/ADA
  - Publications
  - Technology
  - Voter Services
  - Procedures Manual Update
  - Proposition 77 (redistricting) and its effects on the DoE
  - Update of process for selection of new voting system
6. **Commissioners' Reports**
  - Meetings with public officials
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
7. **Presentation by the Director of Elections**
  - (a) Operations from Election Day to certification of election results
  - (b) Process for testing and certification of new voting system
8. **New Business**
  - (a) **Discussion and possible action to approve the minutes for the Commission meeting of August 17, 2005.**
  - (b) **Discussion and possible action to formulate Commission goals and objectives to assist the Department of Elections during the next twelve months.**
9. **Discussion regarding items for future agendas**
10. **Public comment** on any issue within the Elections Commission's general jurisdiction
11. **Announcements**

ADJOURNMENT



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## The Elections Commission

September 21, 2005

City and County of San Francisco  
Elections Commission

Approved: 10-19-05

Minutes of the Meeting at City Hall Room 408  
September 21, 2005

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1. **CALL TO ORDER.** President Matthews called the meeting to order at 7:10 pm.
2. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Michael Mendelson, Sheila Chung, and Richard P. Matthews. EXCUSED: Commissioners Arnold Townsend and Eric Safire.
3. **Public Comments:** *Micheas Herman* spoke about his observations while serving on the Elections Observer Panel and requested that members be allowed closer proximity to the process, *Alec Bash* said that he is committed to supporting voting systems which ensure that every vote is counted accurately, *Jim Soper* said he hoped that there would be a monitor for observers to see the tabulating computer on election day, *Roger Donaldson* said he hoped there would be review of the RFP (Request for Proposal) for the new voting equipment and that the Commission consider "open voting standards and systems" for a future agenda, *Steve Noetzel* commented on what he called a "crisis in confidence" that voters are experiencing, and *Chris Jerdonek* voiced his concern that the equipment for the 2006 November election would not be ready for ranked choice voting (RCV).
4. **DIRECTOR'S REPORT**

**Ballot Distribution** – The division has received all ballots except precinct and precinct generic cards. The locations at 240 Van Ness (to store the ballots), Brooks Hall (where the absentee ballots are staged), and Pier 29 (which receives all the election materials on Election night) are being readied.

**Budget / Personnel** – The division has been hiring temporary staff for the upcoming election, and continues processing invoices and requisitions for materials ordered for the election. An 1657 Accountant position has been posted and recruitment has begun. The deadline for applications is October 7, and interviews will begin shortly after that date.



**Campaign Services** – The division has been filing FPPC forms (Fair Political Practices Campaign), updating the manual, setting up computers and phones for the Phone Bank. Staff is also updating the Observer Manuals.

**Outreach** – The division has approved proofs for the printing of the RCV city-wide, tri-lingual postcard that includes an image of the RCV ballot and information regarding RCV, and how to contact the Department if people have questions. This mailer will be sent to all San Francisco county registered voters in October. Staff has completed the draft of the ex-offender brochure and it is currently being reviewed by Public Defender Jeff Adachi. There is a calendar on the Elections Department website of the locations for community presentations.

**Poll Locating/ADA** – This division has been contacting the property owners at previous poll locations who have not responded to our requests to use their sites again. Staff are surveying the city for new sites. It should be mentioned that while they look for new sites, ADA accessibility to these sites is of paramount concern. The division is creating maps to determine bi-lingual poll worker placements, driving directions to the sites, etc. The maps will be on the Department website.

**Publications** – The ballot design is completed and printed, the precinct cards will be arriving in two weeks and will be stored, the VIP (Voter's Information Pamphlet) is almost complete and is going through a final format and review and is expected to be in the mail, along with absentee ballots by October 11.

**Technology Division** – The division has lost its data base designer and the process to replace her has begun. Computers for new temporary staff are being set up. The first of the three registration reports required by the Secretary of State (SOS) has been sent.

**Voter Services Division** – The division has mailed ballots to overseas voters. These ballots are not the actual cardstock ballots voters in San Francisco will be using, but are 11" X 17" paper ones. When they are returned, staff will transfer the votes onto cardstock ballots. This is a very time consuming process.

**Procedures Manual** – This two-years-in-the-making manual still needs some attachments, but is mostly complete. The delay in completion was due to the department's implementation of RCV.

**Proposition 77 (redistricting)** – This is a state measure to allow a panel of retired judges to re-draw district lines for the Board of Equalization, the Senate, Assembly and Controller's Office. If these lines were redrawn in a manner that would require the DoE to move precinct lines, there would be a tremendous effect on the City's budget because additional staff would need to be hired to redraw

these lines. Once the borders are determined, staff would need to drive throughout the City to make certain that the numbers of registered voters in the new precincts match what is listed in DoE records and if not, remake the necessary corrections. The type of ballot for a precinct might also change, as would the DoE's database, forms and maps. There would need to be Outreach to inform voters. This Proposition would have a huge impact on the Department's staffing and budget. The new lines would have to be implemented before next June's primary. In order to do this, the lines would have to be finalized by the end of this December – to have lines completed that quickly is unprecedented.

**Update of the process for selection of new voting system** – A second addendum to the RFP was issued. It will extend the time for the vendors to submit their supplemental proposals by one week. Proposals are now due September 30<sup>th</sup>. The review period has been extended until October 14<sup>th</sup>.

*Commissioner Chung* asked if the RFP vendors currently have to show that they can meet the deadlines for certification. Director Arntz responded affirmatively.

*Commissioner Chung* asked what information becomes public once a contract is awarded. Deputy City Attorney Julia Moll stated that some of the information submitted is proprietary and that she could provide additional information on what is available and what is not as well and the time frame for this information at a future meeting.

*Commissioner Gleason* asked if the Commission could get a calendar of dates for the steps of the certification process. Director Arntz agreed to provide a calendar of the time frames.

*Commissioner Mendelson* asked what is the time frame to get the SOS to certify the system. Mr. Arntz explained that this depends on the system – whether it is an all new one or if it is a portion of an existing one. He said that an all-new one could take up to six months to get certification.

*Commissioner Mendelson* asked if the certification would be provisional. Director Arntz said that he doesn't know the answer. He added that the existing certification held by ES&S (Election Systems and Software) is a conditional certification.

*Commissioner Mendelson* asked if the Director was aware of any recognition, on the federal level, of RCV. Mr. Arntz said that there has been nothing substantial enough to have been brought to his attention.

**Public Comment.** *Jim Soper* asked when the decision on the voting machines would be announced and if the Commission had the responsibility to approve the selection of the equipment. *Jennifer*

*Hammond* spoke about voter confidence in voting equipment. *Karen Ullring* said she was concerned with the security issues of the equipment. *Chris Bowman* said he hopes the VIPs will be in the hands of the voters when their absentee ballots arrive. *George Scott Blume* reported that he tried all the systems in the recent mock election and prefers the current system. *Deborah Kearns* said that she and her family and friends are concerned that their votes will be counted. *Roger Donaldson* voiced his appreciation that the Commission is listening to everyone's concerns. *Will Carsten* said he wanted to impress upon the Commission the importance of security.

Director Arntz assured the audience and the Commission that San Francisco will still be a "paper-based" voting county.

**5. Commissioners' Reports.** President Matthews reported that he had a discussion with a representative of PRI (Public Research Institute) at San Francisco State University who will be doing a "significant" exit poll at the November election, in which they will be including questions from the Department of Elections and its Commission regarding the VIP and opinions regarding an all-postal ballot. Director Arntz added that the survey is an important opportunity for the Department to work with a research institute.

President Matthews said that last week there was a further analysis of the exit poll of the voters' experiences with RCV in last November's election. This report is available on line.

Director Arntz acknowledged a letter he received from Public Defender Adachi commending the Department and Commissioner Safire for their work on the ex-offender voting program. Mr. Arntz said he wanted to recognize Commissioner Arnold Townsend for being the impetus to the program and Charles MacNulty and Deborah Brown who are members of the DoE's staff who have worked to see this program materialize. He said it was Commissioner Townsend's poignant story about knowing someone who had been out of prison for 25 years, who didn't know his right to vote was restored, and therefore had never voted that brought the importance of this to his attention.

**6. Presentation by the Director of Elections.** President Matthews gave the audience a brief review of the year-long process that the Department accomplishes prior to elections covered by Director Arntz at the previous two Elections Commission meetings and explained that the following report continues this series.

**(a) Operations from Election Day to certification of election results.** Director John Arntz explained that the DoE has 28 days following election day to complete the "canvas" which certifies the



election. All materials sent to voters and returned by the voters is matched in the canvas, a manual count of the votes in random precincts is compared to the electronic results from those precincts. Voter Services checks the absentee and provisional ballots of precincts and compares signatures with the data bank. Campaign Services conducts tours for the Election Observer Panel. Poll Locating makes sure that the inventory of equipment sent to polling places is returned. Budget and Personnel lays off the approximately 200 temporary staff hired to work the election, arranges payment for the 3000 poll workers and payments to the owners of the poll locations. Technology is involved in the daily reports of election results and removal of equipment that was set up for the temporary staff. Ballot Distribution conducts the canvas in Brooks Hall, reviews the rosters, i.e. checking signatures, and conducts the one percent random tally in which seven to eight precincts are hand counted and compared to the electronic count for those precincts.

**(b) Process for testing and certification of new voting system.**

Director John Arntz explained that there are two steps in the testing and certification process. One is at the federal level and is organized by the Federal Elections Commission. The one at the state level is organized by the Secretary of State's Office (SOS). If a vendor wants to use a system in San Francisco, that vendor must write a program for their equipment and submit the software, not the equipment, to the federal level. An independent lab, under the authority of the Federal Elections Commission, checks for a "malicious code", that is they check to determine if there are ways to manipulate the information from the equipment proposed. The federal commission then passes or fails the program. The vendor must submit a complete application to the SOS. This application will include the federal testing report, the equipment, procedures for the system, software, and ballot layout. Then the SOS determines if the application is complete. Next, the SOS will test the system in a mock election in San Francisco. This is what was done last year with ES&S's RCV system. The SOS staff writes and report after the testing and then holds a public hearing. After the hearing, the Voting Systems and Procedures Panel will decide if the system is certified.

## **8. New Business**

**(a) Discussion and possible action to approve the minutes for the Commission meeting of August 17, 2005.** Commissioner Mendelson MOVED and Commissioner Gleason SECONDED the approval of the minutes. Motion CARRIED unanimously.

**(b) Discussion and possible action to formulate Commission goals and objectives to assist the Department of Elections during the next twelve months.** President Matthews suggested

that the Commission focus on ways to streamline the Voters' Information Pamphlet (VIP) and make it more cost-effective. He suggested that the DoE's budget be more prioritized in the "mindscape" of the Board of Supervisors and the Mayor's Office. President Matthews reminded the Commission that the Department has held seven well-run elections since the Commission was formed and in order to continue this record, the budgeting priorities of the Board and Mayor need to change. He said the Commission should support the Department's budget over the next twelve months. Director Arntz agreed and said that the Department's status with the Board and Mayor needs to be raised in the budgeting process. Director Arntz said that he was very open to discussions with the Commission about how to succeed in obtaining more funding for the Department's very important needs.

Commissioner Gleason reminded the Commission that there had been talks early in the infancy of the Commission about finding a location with adequate space for the Department, and suggested that the topic be pursued again.

Commissioner Mendelson said that the Commission had determined, when it began, that the Department needed space, staffing, and structure. He congratulated the Director for providing the structure that was needed. The Commissioner asked that space and staffing now be made a priority. Commissioner Mendelson suggested that there may need to be a Charter Amendment for special handling of the Elections Department to separate it from other departments during the budget process where automatic across-the-board cuts are made of those departments budgets at the onset of budget negotiations.

Commissioner Chung suggested that the Commission be more involved in providing education to the voter regarding what security measures the DoE is taking and the Commission should look at more creative ways to conduct outreach.

**Public Comment.** *Steven Day* suggested that the DoE include a line item in its budget that will include "open source code".

9. **Discussion regarding items for future agendas.** Commissioner Mendelson suggested that the documents from the recent Commission Retreat be bound. He asked if there is a list of community-based or non-profit organizations that could assist the DoE in outreach. President Matthews suggested that this might be on a future agenda. Commissioner Gleason suggested an open forum about whether the public is served when the voting systems used are in the hands of private, for-profit, competing entities and discuss other models the City could seek (to be calendared after this November). He clarified that his impetus for discussing this topic was not the current RFP or the existing contract, but about the future.



Commissioner Gleason suggested that this discussion might best be handled in Committee. President Matthews suggested that the topic might be discussed in a special hearing at some point. Commissioner Chung suggested that the role of Commissioners on Election Day be an agenda item.

**Public Comment.** *Jim Soper* complimented Commissioner Gleason on his suggestion of a public hearing and he suggested discussion regarding what triggers a recount. *Sherrie Healy* suggested that the Commission discuss the insufficiency of Election Code 15360 (safeguard of 1% manual recount), and said this may not be sufficient to reveal fraud.

**2. Public Comment on any issue within the Elections**

**Commission's general jurisdiction.** *Roger Silvers* said he was a "security professional" and did not have confidence in the ES&S and Sequoia systems vendors.

Commissioner Michael Mendelson left the meeting at 8:30 pm. The President called for a very brief recess at 8:30pm.

Meeting was called to order at 8:33 pm. The President announced that the Commission had lost its quorum but would continue to hear public comment.

**Public Comment continued.** A speaker said that he hoped that ample space for observers at any new Election Department site would be a top priority. *Alec Bash* presented a dvd regarding voting fraud, and comments from computer scientists to the Commission. *George Scott Blume* said that evaluation of the voting machines needs to consider all voters' accessibility as well and those with disabilities. *Jay Martin* said that he felt it was very appropriate for the public to have the opportunity to ask the Director or the Commissioners questions after a report is given at the Commission meetings. *Dagmar Zakin* asked how the Department was to handle centralized voter registration. *Chris Bowman* said he was concerned that there was less than a quorum of Commissioners currently, and asked that the attendance records of current Commissioners be published so that the appointing authorities know how their appointees are doing, and asked the Commission to endorse Supervisor Sean Elsbernd's legislation regarding prioritization of official arguments in the VIP. *Steven Day* said that he participated in the mock election and felt confident with the automark system.

**Announcements.** Commissioner Gleason asked that Commissioners consider serving as poll inspectors, clerks or operators on the phone bank during the upcoming election.

**ADJOURNMENT at 8:50 pm.**





**AGENDA**

**ELECTIONS COMMISSION**

Wednesday, October 19, 2005

City Hall, Room 408

1 Dr. Carlton B. Goodlett Place

7:00 pm

**COMMISSIONERS**

The Honorable Richard P. Matthews, President

The Honorable Sheila Chung, Vice President

The Honorable Gerard Gleason

The Honorable Jennifer Meek

The Honorable Michael Mendelson

The Honorable Eric Safire

The Honorable Arnold Townsend

Shirley Rodriques

**COMMISSION SECRETARY**



Elections Commission Meeting held in City Hall Room 408

ORDER OF BUSINESS

1. **CALL TO ORDER**
2. **INTRODUCTION OF NEW COMMISSION MEMBER**
3. **ROLL CALL**
4. **FLAG SALUTE**
5. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
6. **Director's Report**
  - Ballot Distribution
  - Budget / Personnel
  - Campaign Services
  - Outreach
  - Poll Locating/ADA
  - Publications
  - Technology
  - Voter Services
  - All-postal-ballot report from SoS committee
  - Progress of Survey by Public Research Institute (PRI) re: Absentee Voting & Voter's Information Pamphlet (VIP)
  - Update of process for selection of new voting system
7. **Commissioners' Reports**
  - Meetings with public officials
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
8. **Presentation by the Director of Elections: Interaction with the Secretary of State**

Report on the Department's interactions with the Secretary of State before and immediately after an election. This is the fourth of the Director's special reports on the Department's activities.
9. **New Business**
  - (a) **Discussion and possible action to approve the minutes for the Commission meeting of September 21, 2005.**
  - (b) **Discussion and possible action concerning oversight of Election Day operations.**

Under the City Charter, the Elections Commission is responsible for overseeing all public federal, state, district and municipal elections in the City and County. The Commission duties include approving a written election plan prior to each





election, and assessing the effectiveness of the plan after the election. (Charter section 13.103.5.) In connection with these duties, the Commissioners will discuss possible oversight activities concerning Election Day operations

- (c) **Discussion and possible action concerning what the Commission can do to ensure that the Department's budget is adequate.**

- 10. **Discussion regarding items for future agendas**
- 11. **Public comment** on any issue within the Elections Commission's general jurisdiction.
- 12. **Announcements.**



## Disability Access

The Elections Commission meetings are usually held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8060.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna\_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.ci.sf.ca.us](http://www.ci.sf.ca.us).

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).





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## The Elections Commission

October 19, 2005

City and County of San Francisco  
Elections Commission

Approved: November 15, 2005

Minutes of the Meeting at City Hall Room 408  
October 19, 2005

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1. **CALL TO ORDER.** President Matthews called the meeting to order at 7:02 pm.
2. **INTRODUCTION OF NEW COMMISSION MEMBER.** President Matthews welcomed the Board of Education's third appointee to the Elections Commission, Commissioner Jennifer Meek.
3. **ROLL CALL.** PRESENT: Commissioners, Gerard Gleason, Michael Mendelson, Sheila Chung, Richard P. Matthews, Arnold Townsend, Eric Safire and Jennifer Meek.

1. *Steven Hill*, said he was with New America Foundation, and reminded the Commission and Director that the certification process took two years in the past and recommended that there be a back-up plan in case there are problems.

### 5. DIRECTOR'S REPORT

**Ballot Distribution** – The division has received all ballots which are being housed at 240 Van Ness. The mailing of Absentee Ballots began last Tuesday, and by Friday, 119,000 had been mailed. Voters Guides (VIPs) have been delivered to the post office. .

**Budget / Personnel** – The division continues processing invoices and employment requisitions for the election.

**Campaign Services** – The division is doing "double-duty", because of budget constraints, the Department wasn't able to open the early voting counters. The numbers of early voters has continued to increase daily at the Departments front counter.

**Outreach** – The division has been attending community events, and making media contacts. There have been live interviews on Spanish and Chinese radio and television.

**Poll Locating/ADA** – This division has been successful in finding all the poll locations necessary to service the City's voters. These locations are printed on the rear page of the VIPs. If there are changes before election day, notices will be sent to all the voters in the affected precincts and noticeable signs will be posted at the old voting site with tear-off information guiding voters to the new location. The division is preparing for the delivery of the voting equipment due one week before the election.

**Publications** – All the VIPs are being delivered by the post office. These guides were sent out before the absentee ballots. VIPs in Spanish and Chinese are currently available on the Department's website, and printed copies will be mailed out soon.

**Technology Division** – The division is setting up its data bases for the election.

**Voter Services Division** – The division's staff has been handling the early voting requests, along with Campaign Services at the Department's small front counter. Staff have been processing the voter registration cards and applications for absentee ballots. The last day to register to vote is next Monday.

*Commissioner Matthews* asked why the early voting counter wasn't opened as it has been in previous elections. Director Arntz replied that it is a greater convenience for voters to be able to go to the early voting counter, which has been set up in the past, to verify their registration information immediately. This is also convenient for the Department's staff. However, now two divisions' work (Voter Services and Campaign Services) have been combined into one small area. Mr. Arntz explained that the Department is watching its temporary staffing budget very closely, because the budget was under-funded. He said that everything possible is being done to meet the Mayor's Office's request to stay within budget, and reduce services with the least impact on the voters and the Department.

**Survey by the Public Research Institute (PRI) regarding Absentee Voting and The VIP.** – Director Arntz said that there would be five questions asked of voters during an exit poll and in a mailing to absentee voters re: what is the voter's thinking regarding all-postal elections, how useful is the VIP to the voter, and opinions in favor or against paid ballot arguments.

**Update of the process for selection of a new voting system** – Last Friday, the Selection Panel completed its scoring of the proposed companies, and a letter of intent to negotiate a contract was sent to Sequoia Voting Systems because that company received the most points. This means that the county will continue to have optical scanning and paper ballots, but to meet the accessibility requirements of HAVA (Help Americans Vote Act), one touch screen voting machine will be in each polling place beginning June 2006. The

Director agreed with the public speaker and said that he wants a back up plan using a central processing approach.

*Commissioner Gleason* asked what was the time line for the RFP contract to be signed. Director Arntz replied that the schedule in the RFP states that the contract is to be executed by December 23, 2005. The Commissioner asked if it would be possible for the vendor to come to a Commission meeting and demonstrate the equipment. Director Arntz replied affirmatively to the suggestion. Commissioner Gleason complimented the Department for having an explanation in the VIP explaining ex-offenders' rights to vote and new citizen registration information, as well as the section on "What to expect" when you go to your polling place on election day.

*Commissioner Townsend* said he was concerned with the equity of mailbox placements in the City if an all-mail-ballot were to be implemented.

*Commissioner Mendelson* said that when he worked as a lawyer in a Chicano neighborhood in Texas, one of the on-going problems was mail delivery.

**Public Comment.** *Jim Soper* said that he was concerned about the City purchasing Sequoia's voting equipment because, he said, it is only certified to 1999 standards.

*Roger Donaldson* commented on the thermal paper recording device as the medium for recounting votes. *Jennifer Hammond* said that she agreed with the previous speakers and wanted the Commission to know that they were not alone in their views, and are disappointed with the selection of the Sequoia system.

6. **Commissioners' Reports.** *Commissioner Safire* suggested that, in addition to a written report to the Board of Supervisors about the need for the Department of Elections to have a consolidated space, a video of the actual activities performed and the conditions and limitations under which the DoE must work be included in the report. Commissioner Safire suggested that a local college film class or individual might want to make this a project. President Matthews asked the Commissioner if he would be willing to work with Director Arntz on this suggestion, and the Commissioner and Director agreed they would explore this possibility.



## 7. **Presentation by the Director of Elections: Interaction with the Secretary of State.**

Director Arntz explained that immediately prior and after an election, the primary interaction with the Secretary of State's Office (SoS) are reports: i.e. registrations and elections results. There are 60, 29, and 15-day reports which are sent to the SoS. The report of the absentee and precinct votes is sent immediately after the polls close on Election Day. During processing, the DoE makes daily reports to the SoS. The SoS will seek information from the Department for surveys that are taken throughout the state on such topics as: number of absentees mailed, absentees processed, changes in registration, provisional ballot processes, canvassing procedures, etc. For example, recently the SoS requested information, statewide, on security procedures. San Francisco's procedure became the model for the state because of its ballot tracking and custody forms, and its handling of absentee ballots. The SoS used San Francisco's outreach program and our surveys of polling places to meet accessibility requirements as models for other counties.

## 9. **New Business**

- (a) **Discussion and possible action to approve the minutes for the Commission meeting of September 21, 2005.** Commissioner Townsend asked that the record reflect that he did not attend the September 21<sup>st</sup> meeting and would not be voting to approve those minutes. Commissioner Chung MOVED to approve the minutes, Commissioner Gleason SECONDED the MOTION. Commissioner Gleason made a correction on page three, second paragraph, to change "RFP" to "certification". The Commission Secretary agreed to the correction. Commissioners Chung, Gleason, Matthews, Mendelson, Safire and Meek voted "yes", and Commissioner Townsend abstained. MOTION CARRIED.

- (b) **Discussion and possible action concerning oversight of Election Day operations.** Under the City Charter, the Elections Commission is responsible for overseeing all public federal, state, district and municipal elections in the City and County. The Commission duties include approving a written election plan prior to each election, and assessing the effectiveness of the plan after the election. (Charter section 13.103.5.) In connection with these duties, the Commissioners will discuss possible oversight activities concerning Election Day operations.

Commissioners announced their chosen assignments for the November 8, 2005 election as follows:

Commissioner Gerard Gleason will serve as an Election Inspector for Precinct 2213.

Commissioner Eric Safire will be an Inspector at his local precinct and will spend the evening at City Hall observing the election activities at Election Central.

Commissioner Sheila Chung will serve as a Field Election Deputy (FED) on Election Day.

Commissioner Richard P. Matthews will be an Election Inspector at the Precinct

near his new neighborhood.

Commissioner Arnold Townsend will be traveling and observing activities with the Sheriff's Department.

Commissioner Michael Mendelson will be observing the election activities at City Hall, and at 9:30 pm he will go to Pier 29 for an hour or two to video the activities at the Processing Center.

Commissioner Jennifer Meek, who is new to the Commission, has made travel plans to out of the country.

- (c) **Discussion and possible action concerning what the Commission can do to ensure that the Department's budget is adequate.** *Commissioner Townsend* said that the Commission needs a very lengthy discussion regarding what it can do to get a fixed budget for the Department of Elections. He said that because of the budget, the DoE hasn't been able to open the Early Voting counter in the lobby in front of the Department, and that he had no idea how the staff was going to handle the hundreds of early voters who will now be standing at the small intake counter at the Department during the final weeks before the election, because money was pulled out of the Department. He said the Supervisors and the Mayor are not recognizing the importance that every election should be the easiest process in the City for its citizens to do.

*Commissioner Gleason* asked if the Department would be receiving any monies from the state in the form of re-imbursement for the upcoming election. Director Arntz said that the legislature has not authorized re-imbursement funding for the Special Election.

*President Matthews* asked Director Arntz for ideas of things the Commission could do to assist the Department with the Board of Supervisors and the Mayor's Office regarding future budgets. Director Arntz suggested that Commissioners meet with him and go over the Department's budget and he will explain his experiences with the budget process during the past year. He said that the Elections Department's status in the City's budget process must be elevated, and that the Mayor's office as well as the Board of Supervisors need to understand why it is important to fund elections.

*Commissioner Townsend* suggested that the Commission make a presentation to the Mayor's Office and the appropriate Board of Supervisors' Committee to explain what happens in the Department and what happens to voters and how they are inconvenienced by cut backs.

Director Arntz said that the Commission's standards of service should be incorporated in the budget process and any presentation.

*Commissioner Mendelson* said that civil service protection for the Department's temporary employees should also be a part of the standards. He reported that the City of New York protects its election budget.

*Commissioner Chung* suggested that the presentations to the Mayor's Office and the Board of Education should be done early in the budget process. She said that members of the public should be aware that they, too, can support the Department through this process.

Director Arntz explained that every department head must sign off on her or his budget, thereby stating that the amount funded is sufficient. He said that he has not done so for our Department's budget because the amount is not



sufficient. Basically, the budget is not enough to hire temporary staffing for the June Primary Election, especially with the new voting system being implemented.

**Public Comment** – *Steven Hill* said that he was supportive of the discussions to get more funding for the Department, and that he felt the public should be more involved. He suggested that each Commissioner concentrate on establishing a relationship with a different member of the Board. *Jim Soper* said that the Department and Commission were doing good work and if members of the public were needed to speak to a Supervisor or speak before a committee, to let him know. *David Pilpel* suggested that the Director send a letter saying that the budget is “not” sufficient to the Mayor, the Controller and the Board. He said such a letter might generate some press interest, and the need for a supplemental in the spring, would not then be a surprise because the Mayor, Controller and Board would have been put on notice about the budget deficiency. *Bob Damron* said that, nationally, commissions have not been given enough money to run the projects they were assigned to do.

Commissioner Matthews Asked for a MOTION to refer to the Budget and Policy Committee the question of establishing a budget policy for the full Commission to enact in concert with the Director of Elections. Commissioner Townsend MOVED and Commissioner Gleason SECONDED. A roll call vote was UNANIMOUS.

10. **Public Comment** – *Christopher Jerdonek* said that his group has invited election officials from other states to come to San Francisco to observe Ranked Choice Voting, and has been supported by the Department in organizing the officials' observation of the election. He invited the Commissioners to participate in the panel discussions his organization will be holding on the Sunday and Monday before the election. *Jim Soper* said he attended, the day before, a meeting of the Santa Cruz County Board of Supervisors and that they are considering increasing the percentage of precincts that would be audited from one percent to ten percent. *Robert Damron* said that manufacturers of voting machines and printers of mail-in ballots should not be trusted. *David Pilpel* asked if the Elections Plan, that was adopted by the Commission earlier in the year, was going to be amended.
11. **ANNOUNCEMENTS:** Director Arntz announced that he had been invited to Oakland to attend a State Senate hearing on Ranked Choice Voting for California next Tuesday.

**ADJOURNMENT at 8:20 pm.**



**ELECTIONS COMMISSION**  
*City and County of San Francisco*

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**AGENDA**  
**ELECTIONS COMMISSION**  
Tuesday, November 15, 2005  
City Hall, Room 400  
1 Dr. Carlton B. Goodlett Place  
7:30 pm

11-10-05P03-36 RLV

7

15/05

**COMMISSIONERS**

The Honorable Richard P. Matthews, President  
The Honorable Sheila Chung, Vice President  
The Honorable Gerard Gleason  
The Honorable Jennifer Meek  
The Honorable Michael Mendelson  
The Honorable Eric Safire  
The Honorable Arnold Townsend

Shirley Rodriques  
**COMMISSION SECRETARY**



**Elections Commission Meeting**

**Wednesday, November 15, 2005 at 7:30 pm, City Hall Room 400**

**ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - Report of the November 8, 2005 Consolidated Special Statewide Election.
  - Comments regarding State Senate Hearing in Oakland regarding RCV (Ranked Choice Voting).
6. **Commissioners' Reports**
  - Meetings with public officials
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
7. **Commissioners' Reports of their observations and activities on Election Day.**
8. **New Business**
  - (a) Discussion and possible action to approve the minutes for the Commission meeting of October 19, 2005.
  - (b) Discussion and possible action to approve a resolution authorizing the Department of Elections to accept and expend a grant in the amount not to exceed \$98,521.74 from the California Secretary of State as reimbursement funds in assisting the implementation of HAVA (Help America Vote Act) Section 261, to improve Elections Assistance for Individuals with Disabilities (EAID), by improving accessibility to and participation in the elections process.
  - (c) Discussion and possible action concerning what the Commission can do to ensure that the Department's budget is adequate.





- Discussion of Commission's standards of service to be incorporated in future Budget considerations.
- Discussion and possible action to send a letter to the Mayor, Controller and Board of Supervisors explaining that the Elections Department budget is insufficient for the Primary Election in June 2006, and the November 2006 election.

9. Discussion regarding items for future agendas
10. Public comment on any issue within the Elections Commission's general jurisdiction.
11. Announcements.



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## The Elections Commission

November 15, 2005

City and County of San Francisco

Elections Commission

Approved: December 21, 2005

Minutes of the Meeting at City Hall Room 400

November 15, 2005

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1. **CALL TO ORDER.** President Matthews called the meeting to order at 7:35 pm.
2. **ROLL CALL.** PRESENT: Commissioners Gerard Gleason, Sheila Chung, Richard P. Matthews, Arnold Townsend, and Jennifer Meek. EXCUSED: Commissioners Michael Mendelson and Eric Safire.
3. **Public Comment:** *Roger Donaldson* said he had worked as a Field Election Deputy (FED) during the recent election and presented a letter he wrote regarding the voting system.
4. **DIRECTOR'S REPORT**

### **The November 8, 2005 Consolidated Special Statewide Election.**

– All polling sites were open at 7:00 am on election day, this is the first time in several elections that this has been accomplished. During past elections when a site was not open at 7:00 am, curbside voting would occur. The Director praised the poll workers for this extraordinary achievement. There were fewer (only 750) phone calls into election center and (only 1800) to the phone bank. This is an incredible decrease in calls and the Director attributed the decline to better poll worker and FED involvement. These workers were more eager and able to resolve problems because they were better trained.

Director Arntz said that voters were concerned that their ballots were frequently rejected by the Eagle machines because they did not complete all three columns. This is partially attributed to the Department not having enough funding to conduct pre-election outreach to voters. Community outreach would have enhanced voters awareness of how the ballots needed to be marked in order to be counted efficiently. Therefore, voters were less prepared to vote in this, the City's second ranked choice election. Also during the development of RCV in San Francisco, the majority of public comments wanted voters to be alerted if all three columns were not marked. People were concerned RCV would not be successful if



voters did not have every opportunity to mark all three columns.

This year, for the first time, voters were asked to fill out voter-feedback-forms. This survey asked voters about their experience at the polls. The Director reported that voters really took their time filling out these surveys and were happy to do so. The overwhelming majority of the responses to the survey questions and the comments section of the survey were positive to the Department.

For the November election, there were: 2,808 Poll Workers, of those, 1,240 were High School students (many assisting in the bilingual services needed at the polls); 473 polling places had bilingual Chinese workers (at 84% of all sites); 183 polling places had bilingual Spanish workers (at 32% of all sites); 46 polling places had bilingual Russian workers (at 8% of all sites); 116 standby Poll Workers, which is the lowest number in recent memory; and 56 FEDS. This demonstrates that the Inspectors, FEDs, Poll Workers who chose to work this year's election actually showed up in greater numbers than before.

The Director reported that he expects that once all the ballots are counted, over 50% of the registered voters will have turned out to vote. This is higher than expected. Of the 138,000 absentee ballots that the Department mailed to voters, 93,000 were mailed back.

Director Arntz asked the Commission to review the implementation of programming ballot accepting equipment so that voters will be able to make only one selection of a candidate for an office without the tabulating equipment automatically rejecting that ballot as being under-voted, thus requiring Poll Workers to ask the voter if this was, indeed, the voter's intention, and therefore, perhaps, invading a voter's privacy.

President Matthews thanked the Director and the Department for running the eighth consecutive great election. Commissioner Townsend said he had visited the Department several times before election day and observed the operation during those critical last days. He reported that everything ran smoothly, he was impressed with the hard work of the staff and he wanted to make sure that the Department sends "Thank You" letters to the Poll Workers.

**Comments regarding State Senate Hearing in Oakland regarding RCV (Ranked Choice Voting):** Director Arntz was invited to the hearing by Senator Bowen because the City of Berkeley is interested in implementing RCV. He was asked to share San Francisco's experience and answer questions. The Director informed the Commission that his office provides many documents and CDs of documents to persons inquiring about how RCV is implemented in San Francisco.

Commissioner Chung asked if other jurisdictions contact the Department about RCV. Director Arntz responded that North Carolina, for example, called his office today because that state is considering using RCV because in that state's primary election, if neither candidate gets 40%, the person coming in second place can ask

for a run off election.

**Public Comment:** *Chris Jardonek* asked if the ballot image report on the website could show the totals for absentee and non-absentee votes. He asked that blank and non-blank exhausted ballots be tallied separately on the website, and suggested that more than one race be put on the same ballot card.

#### 6. **Commissioners' Reports**

President Matthews reported that he had participated in discussions, along with the Director, with various City Hall budget officers, regarding budgeting issues that will be affecting the DoE beginning in December. He said that these talks represent the Commission's effort to secure the needed funding to carry out the June 2006 election with the same quality that the City has received in recent elections. President Matthews said that the tradition of well-run elections must continue.

Commissioner Townsend reported that he and Director Arntz have also met with members of the Mayor's office and with the Mayor's budget office regarding getting appropriate funding for the upcoming June election and the need to keep the quality of the City's elections at the same high level as recent elections.

Commissioner Townsend and Commissioner Chung participated in a spirited panel discussion regarding RCV that was attended by citizens and representatives from other cities. Attendees came from as far away as Minnesota and Colorado.

**Public Comment:** *Roger Donaldson* presented and read from a GAO report to the Commission. This report is titled: United State Government Accountability Office Report to Congressional Requesters, September 2005, Elections - Federal Efforts to Improve Security and Reliability of Electronic Voting Systems Are Under Way, but Key Activities Need to Be Completed (GAO-05-956). *Steven Hill* spoke about putting more than one contest per ballot card, and incorrect reporting of exhausted ballots on the Department's website.

#### 7. **Commissioners' Reports of their observations and activities on Election Day.**

**Commissioner Townsend** reported that due to his having an accident and not having an automobile, he spent Election Day watching the City Hall operations and occasionally answering questions from the public. He said he was impressed by the morale of staff, even when dealing with difficult citizens.

**Commissioner Chung** reported that she attended 20 hours of Field Election Deputy (FED) training to prepare to work her 23 hours on Election Day. She complimented the Department staff for their excellent training program. The Commissioner singled out Lucy and George for their instruction. The High School students were lauded. The coordinators at City Hall were responsive and were praised as well. Commissioner Chung said that the biggest issue for the FEDs was the Eagle machines. Eight times out of ten a ballot would become stuck somewhere in the machine. The Commissioner said that she and the other FEDs were grateful that they had received adequate training on the Eagle machines because they found that a big part of their duties was to provide technical support. She said that the messages from the voting machines when the ballots were rejected was not clear, and voters may have felt embarrassed when their votes were initially not accepted. For many voters it was their intention NOT to vote the entire ballot, but the equipment rejected those ballots and those voters had to give up their privacy and verbally explain that their vote was intended. However, there were voters who were pleased that their ballots were rejected because they did not realize that there were other races on the reverse side of their ballots. Commissioner Chung asked that at future elections the Sheriffs and FEDs should be coordinated in their pickups when the poll closed.

**President Matthews** reported that he served as an Elections Inspector during this



election at precinct 2122, at George Washington High School. The Commissioner complimented Jasmeer and Alex who were his trainers. He said that the trainers highlighted respect and comfort for the voters and secrecy of the ballot. This was the first election for the FED in his precinct, however, she was well trained and President Matthews commended the FED manual with its many checklists for the success of the FEDs in this election. He also complimented the high school students as exceptional poll workers.

President Matthews reported that he had not anticipated the problems that could arise at his precinct site (a school). There were state ballot measures which were about teachers, and he was concerned that there might be some electioneering near by. One teacher proceeded to have "very loud" political conversations near the precinct and the Commissioner explained the laws regarding electioneering; after the second offense, he advised the teacher that the Sheriff would be called if his activities continued.

President Matthews explained that in his conversations with poll workers, FEDs, and inspectors he found that a very high percentage of voters intended to leave particular contests un-voted, or expressed a preference for less than three candidates.

After observing operations at City Hall with Commissioner Gleason for a short period around 9:00pm, President Matthews and Commissioner Gleason went to Pier 29 to observe their completely organized election day operations. The following DoE employees at 240 Van Ness Avenue who were responsible for getting all the supplies to the FEDs, Inspectors, and Polling Sites were singled out by the Commissioner for commendations: Cuong Quach, Alan Samatra, and Aura Mendieta.

**Commissioner Gleason** complimented the Department's training efforts to ensure that all workers understood that voters did not need to speak English. He said that he worked as an Inspector at Precinct 2213. The scheduling for training was convenient, and the pick up of supplies at 240 Van Ness was very efficient (4 minutes for getting the supplies). Although the training last year was "fantastic", Commissioner Gleason reported that the training this year went "beyond that". He singled out Jim Dowling for his excellent training classes, and suggested that keeping good trainers for future elections may not be possible because these workers are temporary and may not be available to work with the Department next year. The Commissioner suggested that the City take a look at how keeping good staff is important for maintaining good elections. The training emphasized "good customer service" and is getting better each year.

Commissioner Gleason showed the Commission members and audience a sample custody form and sample ballots to explain some of the responsibilities of an Inspector, and how ballots are tallied at the polling sites. He suggested that wording on reports be adjusted to show "exhausted" and "eligible" ballots, and that there be a post mortem on this past election with employees and interested parties to work on clarifying the wording used to explain voting procedures and "best practices". The Commissioner commended the people who pushed forth Ranked Choice Voting and said that by using RCV, the City did save money this election and RCV was a real service to the taxpayers and to the voters.

"The City is running two systems to do the same operation" Commissioner Gleason said when comparing the numbers of voters who were permanent absentee and precinct voting, this is one reason costs are up. The number of people needed to open and count the growing number of absentee ballots needs to be budgeted.

**Commission Secretary Rodriques** reported that she assisted staff at the City Hall Election Day voting counter who handled over 1100 voters that day. There were five counter employees available to handle 222 voters each. Staff was polite,

efficient and a tribute to the Department.

**Director Arntz** complimented the Commissioners for their valuable participation in the election and said he looked forward to working with members in the future. He said that it is encouraging that the Commission and Department work together to benefit the City's citizens and that in past years no one had stood up for the Elections Department. Many good people have left the Department because of the demands of the work and the lack of resources.

**Public Comment:** *Roger Donaldson*, FED #7 during the election, said that the training classes, and materials were very complete, thorough and useful in carrying out the duties of election day. He said that he was amazed that a Department of seven full time employees could get 2500 people together, and in one day complete an election. *President Matthews*, on behalf of the Commission, thanked Mr. Donaldson for his work and contribution as a FED. *Steven Hill* said that the ES&S system worked better than in the previous election, and deserved credit for this improvement.

President Matthews thanked Commissioners for their participation before, on, and after election day and noted that there will be two elections next year that will also require Commissioners' on-site observations and participation; before, upon, and after election day. For personal calendaring purposes, those dates are June 6 and November 7, 2006.

#### 8. New Business

- (a) **Discussion and possible action to approve the minutes for the Commission meeting of October 19, 2005.** Commissioner Townsend MOVED and Commissioner Chung SECONDED. The roll call vote was UNANIMOUS to approve the October 19, 2005 minutes.
- (b) **Discussion and possible action to approve a resolution authorizing the Department of Elections to accept and expend a grant in the amount not to exceed \$98,521.74 from the California Secretary of State as reimbursement funds in assisting the implementation of HAVA (Help America Vote Act) Section 261, to improve Elections Assistance for Individuals with Disabilities (EAID), by improving accessibility to and participation in the elections process.** Commissioner Townsend MOVED and Commissioner Chung SECONDED. The roll call vote to approve this resolution was UNANIMOUS.
- (c) **Discussion and possible action concerning what the Commission can do to ensure that the Department's budget is adequate.**
  - **Discussion of Commission's standards of service to be incorporated in future Budget considerations.**

The President said that it is his intention to keep the heading of this item as a continuous subject on the Elections Commission's agenda, and then asked the Director to report the status of budget negotiations and ways in which the Commission may assist the Department. Director Arntz reported that the budget had not, yet, been adjusted and that he would be meeting with the Mayor's Budget Office the following day to discuss the June 2006 election because currently the Department is projected to not have funds for temporary staffing for that election. The following week, the Director will be meeting with the Controller's Office regarding the budget. Mr. Arntz said that he thinks it is critical that the Commissioners continue meeting with the Mayor's Budget Office and the Controller's Office.

The Director said that his meeting with the Mayor's Office with Commissioner Townsend was an example of how important it has been to have the support of the Commission in budget meetings. He reported that his experience in that meeting

might have been more difficult had not the Commissioner accompanied him. The requisitions for the FEDs were released, as a result of this meeting, allowing the Department to have the number of deputies it needed to run the election efficiently.

Commissioner Townsend suggested, again, (this suggestion was originally made at the last Commission meeting) that the Director make a presentation or conduct a workshop to a Board of Supervisor's Committee about the Elections Department's funding needs, and that the Mayor's Budget Office attend as well.

President Matthews summarized the suggestions brought forth in this meeting and reiterated that the Director is to look into the feasibility of a workshop type of presentation to the appropriate Committee of the Board of Supervisors.

**Public Comment:** *Steven Hill* suggested that the DoE is a victim of its own success, in that when the Director asks for more money, the budget people don't understand why more money is needed when the previous election was successful with a given budget, and suggested that the Department make a case for improvements in outreach, on-going education and registration. Mr. Hill suggested that the Department look at other cities to see how much is being spent, per capita on their elections. *Roger Donaldson* suggested that the Department ask poll workers, FEDs, and Inspectors if any of them would do the work without a stipend.

- **Discussion and possible action to send a letter to the Mayor, Controller and Board of Supervisors explaining that the Elections Department budget is insufficient for the Primary Election in June 2006.**

Commissioner Townsend MOVED and Commissioner Gleason SECONDED. the roll Call Vote was UNANIMOUS. The President said that he would work with the Director to draft this letter.

- **9. Discussion regarding items for future agendas.**

President Matthews reminded the Commission Secretary that item 8c of the agenda for this meeting is to be a standing item on future agendas; and that consideration of changing the parameters to permit the optical scan machines to accept the ballot cards which have no choice or less than three choices marked, should be calendared.

**Public Comment:** *Roger Donaldson* reminded the Commission that voter equipment security and what options are available had been suggested as a topic for discussion at a past Commission meeting. President Matthews responded that Commissioner Gleason expects to have a public hearing on this topic after the first of the year. *Steven Hill* said that the error notification on absentee ballots which require staff to hand inspect the ballots doesn't make sense and should be remedied. He suggested that all predictable races be on the same card, i.e., the City Attorney's race was uncontested and the Treasurer's race "everyone knew who was going to win", and that the error notification for that card be turned off.

President Matthews thanked each member of the Commission, staff and audience for being available to attend this meeting on a different day and time than usual.



**ADJOURNMENT at 9:40 pm**



**ELECTIONS COMMISSION**  
*City and County of San Francisco*



**≡ AGENDA**

**ELECTIONS COMMISSION**  
Wednesday, December 21, 2005  
City Hall, Room 408  
1 Dr. Carlton B. Goodlett Place  
7:00 pm

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**COMMISSIONERS**

The Honorable Richard P. Matthews, President  
The Honorable Sheila Chung, Vice President  
The Honorable Gerard Gleason  
The Honorable Jennifer Meek  
The Honorable Michael Mendelson  
The Honorable Eric Safire  
The Honorable Arnold Townsend

Shirley Rodriques  
COMMISSION SECRETARY



**Elections Commission Meeting**

**Wednesday, December 21, 2005 at 7:00 pm, City Hall Room 408**

**ORDER OF BUSINESS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public Comment** on any issue within the Elections Commission's general jurisdiction. The Commission will hear specific public comment on each action item on the agenda before taking action on that item.
5. **Director's Report**
  - Report on Canvass
  - Certification of November 2006 Election
  - Update of the voting equipment contract
  - Department's activities since Election Day
6. **Commissioners' Reports**
  - Meetings with public officials
  - Meetings with nongovernmental organizations
  - Oversight and Observation activities
  - Long-range planning for Commission activities and areas of study
7. **Commissioners' Reports of their observations and activities on Election Day.** At the November 15 Elections Commission Meeting, the Commissioners present gave reports of their Election Day activities and observations. The Commissioners who weren't present at the meeting will make their reports.
8. **New Business**
  - (a) **Discussion and possible action to approve the minutes for the Commission meeting of November 15, 2005.**
  - (b) **Discussion and possible action of post-election assessment of the Election Plan.**
  - (c) **Discussion and possible action of the Commission's support of the supplemental budget request made by the Department of Elections.**
  - (d) **Discussion and possible action concerning what the Commission can do to ensure that the Department's budget is adequate.**





- (e) Discussion and possible action to send a letter of thanks and congratulations to the California Association of Election Clerks and Officials for championing AB 1757 into law, so that counties no longer have to publish lists of pollworkers in newspapers.
  - (f) Discussion and possible action whether to hold an open forum regarding the feasibility of voting systems that operate with open source code.
  - (g) Discussion and possible action to approach the Secretary of State to implement state legislation for outreach to ex-offenders, using San Francisco's success as a model.
  - (h) Discussion and possible action to review the programming of ballot reading equipment to allow voters to skip one or more selections for a candidate without the equipment rejecting the ballot as being under voted, and possible associated concerns such as voter annoyance, delay and privacy.
  - (i) Discussion and possible action regarding the identification of "unvoted" and "over voted" Ranked Choice votes within the "exhausted" ballots category for purposes of reporting results.
9. Discussion regarding items for future agendas
10. Public comment on any issue within the Elections Commission's general jurisdiction
11. Announcements



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## The Elections Commission

December 21, 2005

City and County of San Francisco  
Elections Commission

Approved: \_\_\_\_\_

Minutes of the Meeting at City Hall Room 400  
December 21, 2005

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1. **CALL TO ORDER.** President Matthews called the meeting to order at 7:00 pm.
2. **ROLL CALL.** PRESENT: Commissioners Gerard Gleason, Richard P. Matthews, Arnold Townsend, Michael Mendelson and Jennifer Meek. EXCUSED: Sheila Chung. ABSENT: Eric Safire.
3. **DIRECTOR'S REPORT**

**Report on Canvass** – The Canvass was completed December 4, 2005. The total number of voted ballot cards from each precinct are compared to the number of voted ballots recorded on each optical scanner at the polling places. The unvoted ballots are also counted to assure that the number of ballots sent to the polling places equals the number returned. Seven precincts are chosen randomly in a 1 percent manual tally which is compared to the machine tabulations in those precincts. Additionally, the write in votes are hand tallied, and signatures in each precinct's roster are counted and compared to the number of voters on the optical scan machine's tape.

**Certification of the November 8, 2005 Election** – The Election was certified December 5, 2005. The SOS (Secretary of State) was provided the results so that the Charter Amendment to move the Assessor-Recorder and the Public Defender race from the June Primary to the November General Election, which was passed by the voters, could be put into law. The Board of Supervisors was provided documentation of the election.

**Update of the Voting Equipment Contract** – The contract negotiations to provide each polling place with one optical scan unit and one touch screen unit for the June 2006 election are ongoing. The Department's primary goal is that the touch screen unit meet the HAVA (Help America Vote Act) requirements. The Director reminded the Commission, however, that the City will still be a "paper ballot" city and most voters will still vote using paper ballot cards.

The Sequoia Voting Equipment is not certified for a Primary Election because it cannot report those results, or provide a character based language at the present time. That certification is expected in January from the Independent Testing Authority and then will be reviewed for certification by the SOS.

**Department's Activities Since Election Day** – The Canvassing has been completed, voter history reports are being updated into the database, petition signatures are being reviewed, voted ballots are being prepared for storage, unvoted ballots are being prepared for destruction, budgeting and staffing needs for the June election are being considered for transmittal to the Controller and Mayor's office, general and election specific inquiries from the public are being answered, the materials for the Retirement Board Election which will be happening soon are being readied, equipment and supplies for the June election are being reviewed, new registrations are being inputted and databases are being purged.

The Director reported that 138,000 absentee ballots were mailed to voters: of those, 121,000 were permanent, 17,000 were from voters who came to the DoE counter or requested them by mail or telephone. Approximately 95,000 absentee ballots were turned in by voters.

**Public Comment.** *Jennifer Hammond* and *Carol Bella* said they were concerned about the security of electronic voting and asked the Commission to review the GAO report titled "ELECTIONS – Federal Efforts to Improve Security and Reliability of Electronic Voting Systems Are Under Way, but Key Activities Need to be Completed". *Jim Soper* explained that the Sequoia and Diebold voting machines need further testing.

4. **Commissioners' Reports.** Commissioner Townsend reported that he and Commissioner Chung attended a meeting with Director Arntz in the Mayor's Budget Office. Their goal was to inform the Mayor's Office of the necessities to run a department that is required to perform successful elections. He reported that the Controller will visit the DoE and conduct an audit in January. Commissioner Townsend said that this will give the staff an opportunity to show the Controller how all the equipment and staff perform their duties. A report will be made to the budget office and the Mayor's Office of the findings of the audit, and there will be another meeting.

Commissioner Townsend said that he has spoken to Supervisors Peskin and Mirkarimi about a presentation to members of the Board regarding the Department of Elections' budget and the work involved in putting on an election.

It was agreed that no action of any kind regarding the budget would take place until after the audit is performed.

Commissioner Matthews said that he too has been involved in budget discussions with the Mayor's Office and he has had some social discussions with Controller Harrington. During Canvassing, the Commissioner observed the RCV race tallying at Brooks Hall. Commissioner Matthews advised that Supervisor Elsbernd is seeking to alter the rules for free ballot arguments, and reminded everyone that the supervisor spoke before the Commission on this topic last August. The Commission took no stand on this subject at the time and last week the Rules Committee of the Board of Supervisors has taken up the issue. Commissioner Matthews spoke before the Committee, expressing his concern that what is decided might put additional strain on the DoE.

#### 5. **Commissioners' Reports of their observations and activities on Election Day.**

This was a continuation of the individual Commissioners' reports. *Commissioner Mendelson* reported that he made his observations at four precincts and asked voters if he could interview and video tape them regarding their opinions about an all mail election instead of voters coming to a polling site. He said the two hour video will be edited and put on a disc for the Commissioners to screen. He said that older voters seemed to prefer going to their neighborhood polling places. The Commissioner said his goal is to see how people perceive the future of voting, and to find ways to make voting more user friendly.

#### 6. **New Business**

- (a) **Discussion and possible action to approve the minutes for the Commission meeting of November 15, 2005.** Commissioner Townsend MOVED and Commissioner Mendelson SECONDED the item. Commissioner Gleason asked that more information be included regarding the title of the GAO report mentioned on page 3. The Roll Call Vote was UNANIMOUS to approve the minutes with Commissioner Gleason's addition.
- (b) **Discussion and possible action of post-election assessment of the Election Plan.** President Matthews informed the Commission that no action was needed for this item as long as there was compliance with the Election Plan. Commissioner Gleason said that he'd like to meet with the Director before the next election to make the plan more reflective of what actually happens. He asked the Director if the plan worked for him. Director Arntz replied that this is a Commission document in which the Commission asks the Department to provide information regarding the Department's plan. Since the Department provided the information that was requested, the Director said that from his standpoint the plan worked. The Director said that he is happy to provide any information the Commission requests. Commissioner Gleason said that he had concerns about the organization of the Plan and has ideas for an improved template that will flow more closely to the way an election flows.
- (c) **Discussion and possible action of the Commission's support of the supplemental budget request made by the Department of Elections.** Director Arntz reminded the Commission that the primary need for the June Election will be staffing. He pointed out that the DRAFT budget has no mention of "Outreach". The Director asked that the Commission consider this a very



rough DRAFT and asked members to contact him if there's something more that should be listed. This budget will go forward, at the earliest, in mid-January, when he, the Controller, and the Mayor must sign off on it. This is followed by the report by the Budget Analyst and then hearings. The Director suggested a Committee meeting in January to discuss the appropriation and then report back to the full Commission. **DECISION:** This item is to be on the January 18, 2006 Commission meeting after a referral from the Budget and Policy Committee.

- **(d) Discussion and possible action concerning what the Commission can do to ensure that the Department's budget is adequate.** President Matthews reminded the Commission that this item will be on the agenda every month to keep this topic at the forefront for the Commission. The Commission will await the Controller's audit. Director Arntz clarified that the subject of the audit is not the Department's finances, but its staffing needs.

President Matthews asked the Director what else the Commission could do to help. Director Arntz answered that he'd like to see the Commission take ownership of the budget so that when the time comes to speak about it, the Commission can do so with authority; ask the Department questions and the Department will provide the information.

Director Arntz asked the Commission if members would like to see any new programs that will be more effective in providing services to the voters, that the Commission let him know so that the Department will have time to develop information and time lines so that it can inform the Commission about what steps need to be taken to provide more and better services.

1. **Discussion and possible action to send a letter of thanks and congratulations to the California Association of Election Clerks and Officials for championing AB 1757 into law, so that counties no longer have to publish lists of pollworkers in newspapers.** Commissioner Gleason said that the letter is his suggestion. Commissioner Townsend said that he was concerned about not publishing the lists in newspapers because he wants the process to be as "transparent" as humanly possible, and that for pollworkers, having their names in the newspaper was a small reward for all the work they do. Director Arntz reminded the Commission that the names are posted on the Department's website and that the list could be provided to persons who request it. Commissioner Gleason passed out an invoice of the cost for publishing the list from the last election which was \$30,294.00. Director Arntz reminded the Commission that in the future, if this new law had not passed, the costs would be greater because the lists would be published in foreign language newspapers as well.

**Public Comment.** *Christopher Bowman* said that he agreed with Commissioner Townsend. He said the published list is used in recruiting people to work in the polling places.

Roll Call Vote: Meek – Yes, Mendelson – No, Townsend-No, Gleason-Yes, Matthews-Yes. The MOTION to send a letter to the California Association of Election Clerks and Officials for championing AB 1757 into law **FAILED**.

1. **Discussion and possible action whether to hold an open forum regarding the feasibility of voting systems that operate with open source code.** Commissioner Mendelson **MOVED** and Commissioner Meek **SECONDED**. Commissioner Gleason said that he would like to hold this forum after the budget is finalized.

**Public Comment.** *Jim Soper* and Roger Donaldson said that they were

pleased to know that the Commission will be holding this forum.

The Roll Call Vote was UNANIMOUS that Commissioner Gleason, as chair of the Budget and Policy Committee create a forum to discuss the voting systems within the first three months of 2006.

- (g) **Discussion and possible action to approach the Secretary of State to implement state legislation for outreach to ex-offenders, using San Francisco's success as a model.** Commissioner Townsend MOVED and Commissioner Mendelson SECONDED. Commissioner Townsend thanked the Department for taking the lead in producing the pamphlet "Your Right to Vote – A Voting Guide for Ex-Offenders".

**Public Comment.** *Jim Soper* agreed that the letter should be sent.

The Roll Call Vote was UNANIMOUS for the Commission to send a letter to the Secretary of State's Office and to Assemblyman Mark Leno encouraging outreach to ex-offenders.

- (h) **Discussion and possible action to review the programming of ballot reading equipment to allow voters to skip one or more selections for a candidate without the equipment rejecting the ballot as being under voted, and possible associated concerns such as voter annoyance, delay and privacy.** Commissioner Mendelson MOVED and Commissioner Meek SECONDED this item. The Roll Call Vote was UNANIMOUS that it be the "policy" of the Commission that the Department reprogram ballot reading equipment to allow voters to skip one or more selections for a candidate without the equipment rejecting the ballot as being under voted.

- (i) **Discussion and possible action regarding the identification of "unvoted" and "over voted" Ranked Choice votes within the "exhausted" ballots category for purposes of reporting results.** President Matthews reminded the Commission of the public comments and written correspondence about confusion regarding the ballots in the first pass that do not continue on to the second pass. Director Arntz said that the Department added a chart to the RCV results for the November 8, 2005 election that lists the number of over votes and under votes separately from the exhausted ballots.

10. **Public Comment** on any issue within the Elections Commission's general jurisdiction *Chris Bowman* presented his report of voter turnout for the November 8, 2005 and made comments regarding his findings. *Jim Soper* and *Roger Donaldson* reminded the Commission that they were not in support of the Sequoia contract because the process is not transparent.

11. **Announcements.** President Matthews voiced his thanks and appreciation for the good work of Commissioners, Director Arntz, Deputy City Attorney Moll, and Commission Secretary Shirley Rodriques in the past year. President Matthews also extended his thanks to the interested members of the public who attend our meetings and provide their perspectives.

ADJOURNMENT 8:57 pm.











